

Executive Director

1. Planning and coordinating an effective program to promote overall consumer involvement within the CAN MAA program.
2. Develop and negotiate Medi-Cal Contract-MAA with Santa Cruz County.
3. Supervise & assist in tracking persons who do not have Medi-Cal and might want to apply. Stay current on any changes Medi-Cal eligibility, and homeless health programs and train peer support workers in providing services in support of or navigating the public health system. (6, 8)
4. Provide linkage through referrals, support and help in regard to health related care. (4)
5. Functioning as a liaison to the Santa Cruz County HSA and Mental Health and other human service organizations as it pertains to MAA and other Medical programs. (Medi-Cal related planning – 15, 17)
6. Oversee and coordinate “Shadow Speakers” Medi-Cal informing outreach program. (4)
7. Assist in the training of filling out medical and health-related paperwork and navigating the system, with special attention in regard to providing referrals & support in navigating Medi-Cal system & paperwork. (4, 6)
8. Perform MAA Accounts Receivable/Accounts Payable in QuickBooks.
9. Conduct the weekly staff MAA planning meetings.
10. Ensure electronic tracking of daily attendance.
11. Personnel and site management.
12. Developing relationships with donors.
13. Managing the organization’s financial affairs, and functioning as a liaison to the County, other funding organizations, and other human service organizations; to include all non-MAA activities.
14. Connect with peer organizations throughout the state and nation; and bring greater awareness of peer movement and advocacy to CAN.

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Executive Director – cont'd.

15. Ensure electronic tracking of group attendance.
16. Perform non- MAA Accounts Receivable/Accounts Payable in QuickBooks.
17. Organize meetings and forums of interest to consumers.
18. Prepare annual budget and operate within budgetary constraints.
19. Perform all Accounts Receivable/Accounts Payable in QuickBooks.
20. Perform semi-monthly payroll in QuickBooks, including management of time cards.
21. Provide fiscal oversight of overall organization, including multiple projects and programs, providing financial reports to the board of directors, and audit preparation.
22. Maintain Corporate and financial records.
23. Provide personnel management and perform human resources functions based on CAN's board-approved personnel policies.
24. Create annual fund development plan and support board involvement in fundraising.
25. Fulfill all contractual responsibilities, including meeting all application and reporting deadlines.
26. Ensure maintenance of grounds and building.
27. Write grant proposals and manage grant reporting.
28. Provide or contract out support and training for peer counselors based on best practices in group facilitation and peer counseling.
29. Utilize outcomes measurements and develop evaluation methods to show CAN's essential value in the continuum of care. (Medi-Cal related planning – 15, 17)
30. Build coalitions, when appropriate, based on common concerns of consumers of mental health services, providers of services, family members, and the general community.

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Executive Director – cont'd.

31. Continue to develop a long-range collaboration between Encompass and CAN to provide Supportive Housing at the Encompass apartment complex next to the Drop-in facility.
32. Advocate for health policy change. (Medi-Cal related planning – 15, 17)
33. Perform other work activities according to the needs of consumers and staff and political issues in the community.
34. Effectively juggle numerous critical priorities on a day-to-day basis, including activities at several meeting sites regularly.
35. Supervises Program Managers, Lead Janitor, and Computer Lab Manager.
36. Secondary supervisor to rest of staff.
37. Leads management team.
38. Putting together reports, grants and proposals; experience writing project proposals.
39. Informs at-risk populations about the need for and availability of Medi-Cal and other health/mental health services and encourages and assists with program access. (4)
40. Gathering information about an individual's health and mental health needs; assisting individuals to access Medi-Cal covered physical health and mental health services by providing referrals, follow-up, and arranging transportation for health care (4, 6)
41. Intakes to CAN program including activities related to applying to Medi-Cal programs. (8)
42. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
43. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Medi-Cal Administrative Activities Coordinator

1. Plan and coordinating of the CAN MAA program. (MAA administration – 19)
2. Medi-Cal Outreach to Medical eligible and potentially eligible participants. (4)
3. Intakes to CAN program including activities related to applying to Medi-Cal programs. (8)
4. Supervise time tracking system for Medi-Cal Administration Activities (MAA). CAN will maintain the correct documentation for MAA program. (MAA Administration – 19)
5. Oversee the MAA Activities forms to include Daily and Weekly Individual Logs Determine the Med-Cal discount percentage for each activity which represent Medi-Cal eligible and potential Medi-Cal eligible persons who are participating at CAN and/or Outreach activities. (MAA Administration – 19)
6. Complete the Certification Statement and Claiming Unit Functions Grid. (MAA Administration – 19)
7. Write duty statements/position descriptions. (MAA Administration – 19)
8. Provide required documentation to Santa Cruz County HSA and Mental Health, the LGA as a liaison from the participating Community Based Organization, CAN. (MAA Administration – 19)
9. Gather MAA expenditures and calculate operating expenses for MAA program, also Total Salaries and Benefits costs for report(s) of the CAN MAA Program. (MAA Administration – 19)
10. Train MHCAN personnel in proper documentation of MAA forms in order to capture available reimbursement monies for CAN MAA program. (MAA Administration – 19)
11. Managing the CAN MAA financial coordination, over all MAA documentation and compliance. (MAA Administration – 19)
12. Oversees electronic tracking of daily attendance and group attendance. Attend the weekly staff MAA planning meetings. (MAA Administration – 19)
13. Informs at-risk populations about the need for and availability of Medi-Cal and other health/mental health services and encourages and assists with program access. (4, 6)

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Medi-Cal Administrative Activities Coordinator – cont'd.

14. Identifies gaps in mental health services and collaborates to develop service approaches and strategies to fill gaps, enhance or expand program services. (15, 17)
15. Gathering information about an individual's health and mental health needs; Assisting individuals to access Medi-Cal covered physical health and mental health services by providing referrals, follow-up, and arranging transportation for health care (4, 6)
16. Intakes to CAN program including activities related to applying to Medi-Cal programs. (8)
17. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
18. Attends training related to the performance of MAA. (20)

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Peer Support Worker

1. Maintain smooth function of the drop-in center and support groups.
2. Demonstrate problem solving and dealing with conflict among participants in a calm and non-intrusive manner.
3. Keep drop-in center a safe place for all i.e. no drug dealing, verbal or physical harassment, thievery, violence or name-calling.
4. Manage daily operations of facility, including maintaining standard supplies, keys, and security system.
5. Organize special events for participants, with the Annual Holiday Party most important.
6. Initiate, coordinate, implement, and evaluate CAN's services to mental health clients in consultation with Executive Director.
7. Maintain a dynamic, positive outlook about CAN and clients.
8. Referrals and support for navigating the health system and Medi-Cal. (4, 6)
9. Observe and find opportunities for talented people to use their gifts.
10. Celebrate everything we do ourselves.
11. Return phone calls from clients and providers who want information or help within 24 hours. Follow up. Develop good working relationships with private and public agencies to get assistance needed.
12. Organize and distribute keys as needed. Keep complete set in file at all times.
13. Manage alarm system. Determine who should have code.
14. Keep all information current, for personal use and for others, on meetings at MHCAN, program activities, committee meetings of County and community agencies and groups.
15. Assist in coordinating activities of volunteers. Follow up on inactive volunteers.

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Peer Support Worker – cont'd.

16. Avail yourself of all leadership skills and management training you can find which meet the expressed needs of consumer/survivors such as knowledge of SS benefits, housing, and rehabilitation services.
17. Assist with annual holiday party committee, and organizing overall event.
18. Assist in managing supplies and monthly Costco order.
19. Assist in managing building schedule. Work with people who want to rent space.
20. Check that peer counselors, including Mood Matters, are recording their attendance. Maintain monthly files of all attendance sheets.
21. Maintain all peer support group fliers in a folder on computer/or desk; update when necessary; arrange (delegate) for distribution with drivers or mail to places where you want them posted.
22. Assist in tracking persons who do not have Medi-Cal and might want to apply. Stay current on any changes to Medi-Cruz, Family Services, Medi-Cal eligibility, and homeless health programs. (Medi-Cal related outreach, eligibility intake – 4, 8)
23. Provide referrals, support and help in regard to health related care. (Medi-Cal related referrals – 4)
24. Assist in filling out medical and health-related paperwork and navigating the system, with special attention in regard to providing referrals & support in navigating Medi-Cal system & paperwork. (Medi-Cal related case coordination – 6)
25. May be required to submit billing forms and write progress notes for client charts.
26. Provide back-up to peer staff.
27. Deal with clients having behavioral difficulties.
28. Assist in managing phone system and desk work.
29. Screens and assists clients in the Medi-Cal and SSI/Medi-Cal application process. (8)

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Peer Support Worker – cont'd.

30. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

31. Attends training related to the performance of MAA. (20)

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Date

Team Peer Aide (Adult and Older Adult)

1. Transport clients to medical and other mental health appointments.
2. Assist clients in moving and housing support,
3. Assist in tracking persons who do not have Medi-Cal and might want to apply. Stay current on any changes to Benefits Programs for low income and disabled persons, therapy services and programs of other contract agencies in mental health, Medi-Cal eligibility, and homeless health programs. (Medi-Cal related outreach – 4)
4. Provide referrals & support in navigating Medi-Cal system & paperwork. (Medi-Cal related outreach – 4)
5. Provide referrals, support and help in regard to health related care. (Medi-Cal related outreach, case coordination – 4, 6)
6. May be required to submit billing forms and write progress notes for client charts.
7. Pick up medications/checks/etc. for clients,
8. Accompany clients on shopping events when they cannot do it independently for clothes groceries, etc.
9. In the future, may be required to submit billing forms and write progress notes for client charts. Daily logs of clients served will be turned in.
10. May assist with routine program activities, such as attending meetings/outings with clients.
11. Offer support, assistance, and enthusiasm to the MH client community.
12. Attend and participate in staff meetings as required, including one hour per week with supervisor.
13. Assist in tracking persons who do not have Medi-Cal and might want to apply. Stay current on any changes to Medi-Cruz, Family Services, Medi-Cal eligibility, and homeless health programs. (Medi-Cal related outreach, eligibility intake – 4)

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Team Peer Aide (Adult and Older Adult) – cont'd.

14. Gathering information about an individual's health and mental health needs; assisting individuals to access Medi-Cal covered physical health and mental health services by providing referrals, follow-up, and arranging transportation for health care (4, 6)
15. Intakes to CAN program including activities related to applying to Medi-Cal programs. (8)
16. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
17. Attends training related to the performance of MAA. (20)

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Team Peer Aide (Recovery Team)

1. Transport clients to medical and mental health appointments.
2. Assist clients in moving, housing support if needed.
3. Pick up medications/checks/etc. for clients who are homebound,
4. Accompany clients on shopping trips when medically necessary, etc.
5. Assist in filling out medical and health-related paperwork and navigating the healthcare system, with special attention in regard to providing referrals & support in navigating Medi-Cal system & paperwork. (Medi-Cal related outreach – 4, 6)
6. May be required to submit billing forms and write progress notes for client charts. Daily logs of care provided to whom are required.
7. May assist with routine program activities, such as attending meetings/outings/ with clients.
8. Offer support, assistance, and enthusiasm to the client community.
9. Attend and participate in staff meetings as required, including one hour per week with supervisor.
10. Intakes to CAN program including activities related to applying to Medi-Cal programs. (8)
11. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
12. Attends training related to the performance of MAA. (20)

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Van Driver/Transportation

1. Maintain cell-phone contact with the receptionist, who is in charge of scheduling rides.
2. Provide safe rides to mental health clients to and from the drop-in center and to doctor's appointments and other locations as assigned.
3. Represent CAN in a friendly, helpful, respectful manner.
4. Keep supervisor informed of the condition of the van and any incidents that occur with clients while providing rides.
5. In no case is the van used for personal business that is not directly associated with office operations and does not have prior approval of the Executive Director or in his/her absences the approval by two regular staff persons.
6. The driver will confirm pick-ups by phone before setting out.
7. Driver will preserve the privacy of passengers by not revealing addresses or phone numbers to others without permission of the person.
8. Driver will not tolerate verbal or physical abuse by passengers. The driver has the right not to transport those in any state that cause the driver concern about being able to give full attention to the road.
9. Driver will attend weekly staff meetings.
10. Pick up donations in the van as requested.
11. Gathering information about an individual's health and mental health needs; assisting individuals to access Medi-Cal covered physical health and mental health services by providing referrals, follow-up, and arranging transportation for health care (4, 6)
12. Intakes to CAN program including activities related to applying to Medi-Cal programs. (8)
13. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
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