

CLINICIAN

1. Provides counseling/therapy services to children and their families in multiple settings throughout Santa Cruz County, including homes, schools, and at the office.
2. Supports children's functioning using thorough psychosocial assessments and counseling; evaluating home safety; developing parent-child attachment, including positive communication and parenting skills.
3. Provides individual/family therapy, case management, and mental health consultation. (6)
4. Offers counseling services based on the family's strengths and needs.
5. Maintains all necessary clinical notes, assessments, and service plans written for EPSDT charts in a timely manner.
6. Provide information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4, 6)
7. Coordinate Medi-Cal covered health services for a client. (6)
8. Assist individuals and families with aspects of the Medi-Cal application process. (8)
9. Attend training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)

COUNSELOR

1. Oversees the delivery of Community Recovery services and coordinates documentation and billing services.
2. Supervises all assigned staff.
3. As lead counselor, completes client intakes, assessments and substance abuse treatment plans.
4. Provides outreach and intervention services for at-risk clients.
5. Recruits clients by initiating intervention and referral as appropriate to the client's situation. (4)
6. Provides individual, family and group counseling and crisis intervention.
7. Acts as a liaison with the courts, jails, lawyers, probation officers, local educational systems, hospitals, clinics and social service agencies. (6)
8. Maintains a client caseload and provides on-going case management follow-up/after care for program clients. (6)
9. Provides and attends in-services and staff development activities.
10. Completes client intakes and family assessments.
11. Attends multi-disciplinary team meetings regarding clients to identify needs, discuss cases, clinical issues, referral resources and protocols for service referrals. (6)
12. Conducts case consultation with collaborative service agencies, including discussion of health care and Medi-Cal related referral options for clients. (6)
13. Provides information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)
14. Identifies need for medical services and refers clients to health and Medi-Cal services to meet their needs. (4, 6)
15. Assists clients with the Medi-Cal application process. (8)
16. Prepares proposals for expansion & enhancement of health and Medi-Cal services to clients and families based on intra & interagency coordination and collaboration. (15, 17)
17. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)

Financial Analyst

1. Responsible for developing and monitoring program budgets and cost allocations, verifying expenses and documentation for compliance with funding guidelines and regulatory requirements, and working with Encompass program staff to ensure fiscal accountability and performance.
2. Assists with developing processes and systems to improve the efficiency and effectiveness of grant and contract administration and reporting. (12, 13)
3. Develop program and administrative budgets, reconcile budgets with program/operational work plans. (15, 17)
4. Work with Program Managers to prepare and submit budget modifications and proposals to funding entities.
5. Compare budgeted to actual expenses on a monthly basis and keep Administrative and Program Managers apprised of variances.
6. Prepare accurate and timely monthly financial reports, including numeric and evaluative assessments of performance.
7. Provide Program staff with technical assistance related to budgeting, contract administration and financial reporting -Review funding proposals and contracts for clarity, accuracy and completeness. (12, 13)
8. Prepare invoices and requests for reimbursement in accordance with contractual and regulatory requirements. (12, 13)
9. Ensure grant and contract revenue is correctly recorded in the accounting system and reconciles with the General Ledger -Review, process, and monitor completion of contract performance reporting. (12, 13)
10. Ensure contract files are up-to-date, audit-ready and contain all required documentation, including but not limited to: proposal, contract, amendments, reports and correspondence. (12, 13)
11. Assist with the development and implementation new business processes and workflows. (15, 17)

Financial Analyst

12. Complete claims process accurately and within required timeframes and submit claims and/or billings as assigned. Receive funds, log receipts and code by fund for processing. Document claims/billing procedures for each contract source annually or as changes occur. (12, 13)
13. Review contracts, correspondence and regulations. Communicate with key stakeholders to ensure compliance. (12, 13)
14. Develop and monitor budgets for each program or property, monitor budgets to actual monthly costs/revenues, prepare reports for program staff, analyze and interpret financial data.
15. Prepare schedule, contract file review and other materials as required for annual CPA audit. (12, 13)
16. Maintain communication and/or provide financial reporting to one or more of the following: specialized software provider, banking representatives regarding direct deposit, government regulatory or funding agency, or program for specific technical assistance. (19)
17. Attends training related to the performance of MAA. (19)

Participant Signature (Please sign in blue ink)

(Date)

Participant Name (Printed)

Financial Analyst Manager

1. Manage team of three Financial Analysts.
2. Review, process and monitor all contracts and grants for programs of Encompass to ensure fiscal accountability and compliance with funding source guidelines, regulations and reporting requirements. (12, 13)
3. Develop budget and serves as liaison for financial monitoring and technical assistance between Administrative Services and the Encompass programs.
4. Report to the CFO.
5. Responsible for effective participation in continuous improvement of operations. (15, 17)
6. Hire, train and manage three financial analysts.
7. Lead the review of financial progress and pertinent budgetary issues with both Executive and Program Leadership.
8. Lead the development of master budgets; work with Program management to prepare contract, grant and proposal budgets. (12, 13)
9. Prepare accurate and timely monthly financial reports including numeric and evaluative assessment of performance.
10. Review all funding source proposals and contracts for content clarity and financial accuracy. (12, 13)
11. Gather all necessary documents to complete proposal and contract processing and ensure timely routing of documents for authorization and submission according to contract requirements. (12, 13)
12. Review applicable contract correspondence and file in timely fashion in central contract filing system. (12, 13)
13. Review, process, and monitor completion of contract performance reporting. (12, 13)
14. Oversee completion of claims in an accurate and timely manner and submit claims and/or billings to funders.
15. Document and update claims and billing procedures annually (or more often as changes become effective), for each contract source. (12, 13)
16. Reconcile all contract and grant revenue between General Ledger and the contract claim Revenue/Receivables. (12, 13)

Financial Analyst Manager

17. Provide accurate, relevant information to the other Analysts and management concerning contract fiscal performance. (12, 13)
18. Analyze current work systems and develop new/improved work flows. (15, 17)
19. Oversee all Encompass and other corporate financial activities.
20. Ensure that all transaction handling, budget planning, financial and asset management procedures meets or exceeds general accounting practice standards.
21. Work to make system improvements wherever and whenever possible. (15, 17)
22. Support directors and managers in managing existing funding sources and in improving financial planning and reporting.
23. Keep all appropriate key stakeholders informed as necessary.
24. Attends training related to the performance of MAA. (20)

Participant Signature (Please sign in blue ink)

(Date)

Participant Name (Printed)

MANAGER

1. Develops budgets and contracts.
2. Acts as a liaison for financial monitoring with the Executive Director.
3. Conducts long-term planning, quality assurance, community needs assessment, and program evaluation activities as they relate to fiscal operations, service delivery and Strategic Plan budget projections. (15, 17)
4. Implements personnel policies as established in the Encompass Community Services Manual including Affirmative Action Plan.
5. Provides and attends in-services and staff development activities.
6. Attends and facilitates staff meetings regarding clients to identify needs, referral resources and protocols for service referrals. (4, 6)
7. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Families Together. (4, 6)
8. Assists staff in providing information to clients about Medi-Cal services and eligibility and directing clients to Medi-Cal Eligibility Workers for eligibility determination. (4, 6)
9. Coordinates Medi-Cal covered health services for a client. (6)
10. Oversees and may assist with the Medi-Cal application process. (8)
11. Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
12. Collaborates with others and prepares proposals for expansion and enhancement of health and Medi-Cal services. (15, 17)
13. Works with County and community agencies to identify gaps in services and plan for new and enhanced health services for families in need of such services. (15, 17)
14. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)

PROGRAM ASSISTANT

1. Develop evidence-based practice prevention education curriculum.
2. Coordinate and deliver prevention education presentations and workshops.
3. Develop and implement strategies for delivering creative HIV prevention education.
4. Provide prevention education in North and South County.
5. Provide HIV and Hepatitis C testing at Santa Cruz office two times a week.
6. Provide supervision to and coordinate training for Prevention Education Interns and volunteers.
7. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Encompass. (4)
8. Assists staff in providing information to Encompass clients about Medi-Cal services and eligibility and directing clients to Medi-Cal Eligibility Workers for eligibility determination. (4)
9. Coordinates Medi-Cal covered health services for a client. (6)
10. Oversees and may assist with the Medi-Cal application process. (8)
11. Attends training related to the performance of MAA. (20)

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