

Counselor I/II/III/IV

1. Oversees the delivery of Community Recovery services and coordinates documentation and billing services. (III, IV level)
2. Supervises all assigned staff. (III, IV level)
3. As lead counselor, completes client intakes, assessments and substance abuse treatment plans. (II, III, IV level)
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. (Medi-Cal related referral – 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.
8. Maintains a client caseload and provides on-going case management follow-up/after care for program clients.
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. (Medi-Cal related case coordination - 6)
12. Conducts case consultation with collaborative service agencies, including discussion of health care and Medi-Cal related referral options for clients. (Medi-Cal related case coordination - 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)

Continued on following page

Counselor I/II/III/IV – cont'd.

15. Assists clients with the Medi-Cal application process. (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)

Employee Signature (please sign in blue ink)

Date

Manager I/II/III/IV

1. Develops budgets and contracts; acts as a liaison for financial monitoring with other Managers or the Executive Director.
2. 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. (MAA related planning – 15, 17)
3. Implements personnel policies as established in the Encompass Manual including Affirmative Action Plan.
4. Provides and attends in-services and staff development activities.
5. Attends and facilitates staff meetings regarding clients to identify needs, referral resources and protocols for service referrals. (4, 6)
6. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Encompass. (4)
7. 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)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Oversees and may assist with the Medi-Cal application process. (8)
10. 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)
11. Prepares proposals for expansion & enhancement of health and Medi-Cal services to clients and families based on intra & interagency coordination and collaboration. (15, 17)
12. Assists to administer MAA claiming functions for the agency. (19)
13. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Program Assistant II

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. 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)

Employee Signature (please sign in blue ink)

Date

Counselor I/II/III/IV

1. Oversees the delivery of Community Recovery services and coordinates documentation and billing services. (III, IV level)
2. Supervises all assigned staff. (III, IV level)
3. As lead counselor, completes client intakes, assessments and substance abuse treatment plans. (II, III, IV level)
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. (Medi-Cal related referral – 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.
8. Maintains a client caseload and provides on-going case management follow-up/after care for program clients.
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. (Medi-Cal related case coordination - 6)
12. Conducts case consultation with collaborative service agencies, including discussion of health care and Medi-Cal related referral options for clients. (Medi-Cal related case coordination - 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)

Continued on following page

Counselor I/II/III/IV – cont'd.

15. Assists clients with the Medi-Cal application process. (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. Prepares proposals for expansion & enhancement of health and Medi-Cal services to clients and families based on intra & interagency coordination and collaboration. (15, 17)
18. Assists to administer MAA claiming functions for the agency. (19)
19. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Manager I/II/III/IV

1. Develops budgets and contracts; acts as a liaison for financial monitoring with other Managers or the Executive Director.
2. 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. (MAA related planning – 15, 17)
3. Implements personnel policies as established in the Encompass Manual including Affirmative Action Plan.
4. Provides and attends in-services and staff development activities.
5. Attends and facilitates staff meetings regarding clients to identify needs, referral resources and protocols for service referrals. (4, 6)
6. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Encompass. (4)
7. 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)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Oversees and may assist with the Medi-Cal application process. (8)
10. 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)
11. Prepares proposals for expansion & enhancement of health and Medi-Cal services to clients and families based on intra & interagency coordination and collaboration. (15, 17)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date