Health Services Manager

1. Conducts outreach to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to application and eligibility staff for   eligibility determination. (4)

2. Collaborates with case managers to discuss individual client's needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options. (4)

3. Coordinating Medi-Cal covered health services for a client. (6)

4. Coordinates case management protocols and activities. (6)

5. Coordinates and monitors transportation if client has a physical or mental limitation,   to Medi-Cal covered health services to meet their identified needs. (6)

6. Works collaboratively with case managers other service agencies to ensure availability of transportation for clients in order to access Medi-Cal eligibility and services. (6)

7. Assists individuals and families with aspects of the Medi-Cal application process. (8)

8. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12,13)

9. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to clients and families. (15,17)

10. Develops strategies to increase health and Medi-Cal system capacity and close service gaps. (15, 17)

11. Develops proposals for health and Medi-Cal program expansion and enhancement. (15,17)

12. Coordinates program and service activities with administrative and medical staff of   the agency and outside service providers. (15,17)

13. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15,17)

14. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

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

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Employee Signature (please sign in blue ink)   Date

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Employee Name (Printed)