

### **Mental Health Client Specialist/Sr. Mental Health Client Specialist**

1. Determines need and eligibility for psychiatric hospitalization or other treatments, making recommendations and referrals within the Agency or to other programs and agencies as appropriate. (4 - Health related Outreach)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4 - Health related Outreach)
3. Provides continuing case management services to severely mentally ill clients and their families, assisting clients to function at the most independent level in the least restrictive setting possible. (6 - Health related Referral, Monitoring and Coordination)
4. Prepares case histories and assessments or service plans. (6 - Health related Referral, Monitoring and Coordination)
5. Communicates and/or consults with a variety of organizations, agencies, programs, and individuals in obtaining necessary treatment approaches and/or support services for clients, assisting clients to meet their basic needs and improve their current situations. (6 - Health related Referral, Monitoring and Coordination)
6. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6 - Health related Referral, Monitoring and Coordination)
7. Arranges for emergency treatment and/or detention or out-of-home placement and care as necessary. (6 – Health related Referral, Monitoring and Coordination)
8. Coordinates Medi-Cal covered health services for a client. (6 – Health related Referral, Monitoring and Coordination)
9. Assists individuals and families with aspects of the Medi-Cal application process.(8 – Medi-Cal application)
10. Works with other agencies to identify, promote and develop needed health care services. (15,16,17 & 18 – Health related Program Planning and Policy Development)
11. Participates in staff meetings, in-service training, team treatment sessions, conferences, and workshops. (15,16,17 & 18 – Health related Program Planning and Policy Development)
12. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15,16,17 & 18 – Health related Program Planning and Policy Development)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)