

### **Employment Placement Specialist**

1. Work with CAB, and other community partners who provide collaborative (e.g., wrap around) services to participants/clients. (6)
2. May coordinate and monitor transportation of participants/clients. (6)
3. In conjunction with participants' County Human Services Department staff, provide supportive wrap around career counseling and case management support as needed. (6)
4. Provide information and referrals to clients as appropriate regarding safety-net services (health and human services). (6)
5. Maintain close and clear communication with team members and supervisor re: outcomes attainment. (6)
6. Set-up and organize client files and write administrative and progress reports regarding participant achievement and employer satisfaction; perform related data entry and contribute to required reports. (6)
7. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (6)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)