

### Health Services Manager

1. Coordinates case management protocols and activities. (6)
2. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (6)
3. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options. ( 4,6)
4. Oversees and provides information to individuals and families about the Medi-Cal Program and directs to Medi-Cal covered services to meet identified needs. (4)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Develops and maintains contracts with various entities, including those related to health and Medi-Cal program services. (12, 13)
7. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to homeless clients and families. (15, 17)
8. Develops strategies to increase health and Medi-Cal system capacity and close service gaps. (15, 17)
9. Develops grants and proposals for health and Medi-Cal program expansion and enhancement. (15, 17)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
11. 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)