

Clinical Supervisor

1. Liaison with and represent NLCS in referring/contracting agencies via email, telephone, in-person, and at appropriate meetings. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
2. Provide support to on-site staff dealing with a client in crisis, via phone or in person (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
3. Develop philosophy, policy and procedure for program development related to delivery of client services and data collection. (15 & 17 Health Related Program Planning and Policy Development)
4. Participate in weekly intake coordination meetings to prepare clinically for those entering treatment and to ensure program capacity is being met. (15 & 17 Health Related Program Planning and Policy Development)
5. Under the general oversight of the Administrative Director, autonomously pursue development and implementation of goals, policy and procedure affecting clinical operations. (15 & 17 Health Related Program Planning and Policy Development)
6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
7. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)