

Intake Officer

1. To represent NLCS to the public and recovery community as appropriate (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. To oversee function and services of onsite management and volunteers as related to screening, intake, client Medi-Cal awareness/referrals (4,6), and client fees collection.
4. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. To communicate with corrections, probation, parole, the courts, and other referral sources about client status, bed availability, and treatment evaluation through written correspondence, telephone, email, and off-site/on-site meetings. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Under the general oversight of the Executive Director and the specific oversight of the Program Director, to support the development of goals, policy and procedures (15,17)
9. Attends training related to the performance of MAA. (20)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)