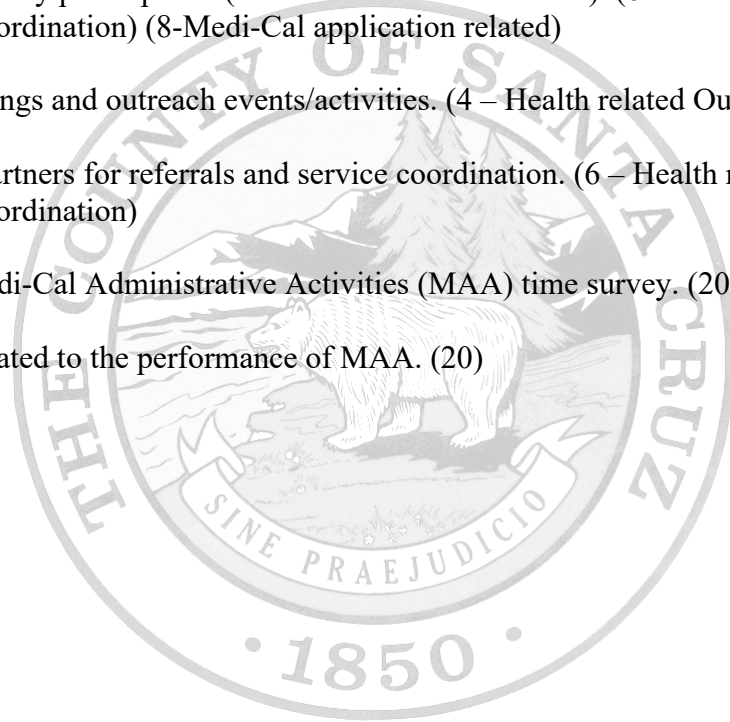


### Case Manager - HEAP

1. Provide both in-office and outreach, case management, assessing varying client populations for eligibility according to program guidelines for the Rent Assistance to avoid eviction program, applying casework skills to identify clients' strengths and needs, gathering information and managing assigned caseloads. (4 – Health related Outreach) (8-Medi-Cal application related)
2. Assist clients by providing information and referrals and developing housing stability plans according to client choice. (6 – Health related Referral, Monitoring and Coordination)
3. Provide health, Medi-Cal and CalFRESH outreach, information, referral, eligibility, and access assistance as needed by participants. (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination) (8-Medi-Cal application related)
4. Participate in meetings and outreach events/activities. (4 – Health related Outreach)
5. Collaborate with partners for referrals and service coordination. (6 – Health related Referral, Monitoring and Coordination)
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)