Job Developer/Employment Specialist

1. Work in conjunction with other CAB SmartHIRE Job Developers/Business Representatives and County CalWORKs staff to identify appropriate participant and business employment matches. (4)

2. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (4,8)

3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)

4. Coordinates Medi-Cal covered health services for a client. (6)

5. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)

6. As needed, provide supportive wrap around career counseling and conduct interviews to assess strengths and weaknesses of participants/clients. (6)

7. Provide information and referrals to clients as appropriate regarding safety-net services (health and human services). (6)

8. Write administrative and progress reports regarding participant/client achievement and conduct program related data entry. (6)

9. Assists individuals and families with aspects of the Medi-Cal application process. (8)

10. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)

11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)

12. Attends training related to the performance of MAA. (19)

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Employee Signature (please sign in blue ink)                                Date

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Employee Name (printed)