

Case Manager

1. Assist clients in completing various types of applications for community support services. (4 – Health related Outreach) (8 – Facilitating Medi-Cal Application)
2. Answer incoming phone calls. (4 – Health related Outreach) (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
3. Coordinate transportation for clients to health/medi-cal related appointments as related to program requirements (4 – Health related Outreach) (6 – Referral, Coordination and Monitoring of Medi-Cal Services) (8 – Facilitating Medi-Cal Application)
4. Participate in staff meetings, including weekly case conference, monthly trainings (both on-site and off-site) and county appropriate meetings. (15 & 17 Health Related Program Planning and Policy Development)
5. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20 – MAA Implementation Training)
6. Attends training related to the performance of MAA. (20 – MAA Implementation Training)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)