

Clinical Supervisor

1. Liaison with and represent NLCS-GEMMA in referring/contracting agencies via email, telephone, in-person, and at appropriate meetings. (6)
2. Provide support to on-site staff dealing with a client in crisis, via phone or in person (6)
3. Develop philosophy, policy and procedure for program development related to delivery of client services and data collection. (15,17)
4. Participate in weekly intake coordination meetings to prepare clinically for those entering treatment and to ensure program capacity is being met. (15,17)
5. Under the general oversight of the Administrative Director, autonomously pursue development and implementation of goals, policy and procedure affecting clinical operations. (15,17)
6. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
8. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)