

Case Manager

1. Assist Clinical Supervisor in planning, organizing, and coordinating activities for Day Program participant and instructors including curriculum development and delivery.
2. Assist with Day Program interview and intake process as well as completion/dismissal process.
3. Utilize assessments to determine participant's needs and risks.
4. Develop individualized case/treatment plans for Day Program clients based on need/risk.
5. Refer clients to appropriate treatment services. (Medi-Cal related outreach - 4)
6. Work collaboratively with Treatment Team. (Medi-Cal related case coordination – 6)
7. Provide client assistance including but not limited to assistance in the completion of paperwork, and referrals to community resources. (Medi-Cal related outreach - 4)
8. Maintain regular communication with Clinical Supervisor.
9. Collect and maintain data and statistics related to Day and Aftercare Program and prepare associated reports.
10. Perform outreach activities related to Program as needed.
11. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
12. Coordinates Medi-Cal covered health services for a client. (6)
13. Assists individuals and families with aspects of the Medi-Cal application process. (8)
14. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

Continued on following page

Case Manager - cont'd.

15. Works with community and government agencies to identify and fill gaps in health and Medi-Cal services by collaborating and planning for clients and families in need of such services. (15, 17)

16. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)

Clinical Supervisor

1. Develop philosophy, policy and procedure for program development related to delivery of client services and data collection. — Code 15 or 17
2. This position must also exhibit knowledge of laws and requirements, as it pertains to client privacy and other pertinent state and federal laws. — Code 21
3. Provide budget management, as it pertains to client support needs and staff training. — Code 21
4. Oversee, ensure sound clinical decisions day-to-day through supervision of and consultation with program staff. — Code 21
5. Set client record keeping procedures and data collection measures to demonstrate client's success in program. — Code 2
6. Report to the Administrative Director/Executive Director weekly regarding client and staff issues and program utilization. — Code 21
7. Provide monthly utilization reviews to Executive Director. — Code 21
8. Ensure program compliance with federal, state, and contract regulations, along with the Administrative Director and Executive Director. — Code 21
9. Oversee the clinical functions and services and conduct training as needed to all NLCS-GEMMA staff. — Code 21
10. Participate in weekly intake coordination meetings to prepare clinically for those entering treatment and to ensure program capacity is being met. — Code 21
11. Provide support to on-site staff dealing with a client in crisis, via phone or in person — Code 4
12. Provide crisis intervention and on-going counseling services to clients. — Code 2
13. Under the general oversight of the Administrative Director, autonomously pursue development and implementation of goals, policy and procedure affecting clinical operations. — Code 15 or 17
14. Liaison with and represent NLCS-GEMMA in referring/contracting agencies via email, telephone, in-person, and at appropriate meetings. — Code 5 or 6

Continued on following page

Clinical Supervisor — cont'd.

- 15. Assign tasks to Admission and Outreach Counselor, Case Manager, and Overnight staff.
— Code 4, 5 or 6
- 16. Oversee, recruitment, function and training of interns and counselors, as is appropriate for program function. — Code 19 or 20
- 17. Perform other tasks as assigned by supervisor, as needed in emergencies, or supporting other staff with supervisor approval. — Code 2

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)

Intake

1. To report to the Executive Director and Program Director on a weekly basis regarding client and staff issues and program utilization;
2. To oversee function and services of onsite management and volunteers as related to screening, intake, client Medi-Cal awareness/referrals, and client fees collection;
3. 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 affecting clientele and bed count;
4. To perform specific tasks given by the Executive Director and Program Director;
5. To represent NLCS to the public and recovery community as appropriate;
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.
7. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
11. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Signature (printed)