

### **Employment Placement Specialist/Case Manager**

1. Work with community partners including but not limited to schools and law enforcement/probation for appropriate youth referrals, conducting outreach and recruitment activities. (4 – Health related Outreach)
2. Conduct presentations with program information and attend collaborative and community/school-based events/meetings. (4 – Health related Outreach)
3. Provide intensive case management and mentoring to youth; support with goal setting and access to services and supports that will increase their ability to obtain employment. (4 – Health related Outreach) (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
4. Engage youth’s families and increase access to services. (6 – Referral, Coordination and Monitoring of Medi-Cal Services) (15 & 17 – Health related Program Planning and Policy Development)
5. Participate in youth violence reduction partnerships and community meetings within and across county agencies, other public and private entities, service providers, and additional stakeholders to accomplish defined objectives. (15 & 17 – Health related Program Planning and Policy Development)
6. Work collaboratively with local law enforcement agencies, schools/districts and other local service agencies. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
8. Attend training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

\_\_\_\_\_  
Employee Name (printed)