

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)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)