

### **Senior Mental Health Client Specialist**

1. Identify special needs of clients and serves as coordinator to oversee the implementation of individual service plans in accordance with client's coordination plan. (4)
2. Oversees and assists in efforts to provide information to individuals and families about the Medi-Cal program and directs to Medi-Cal covered services to meet identified needs. (4)
3. Prepare case histories and diagnostic service plans. (6)
4. Arranges transportation client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
5. Participate in case conferences and meetings of team members to review treatment/service plans. (6)
6. Initiates and maintains a variety of records, reports, case notes, correspondence, forms, etc. for assigned client case load. (6)
7. Develop and implement appropriate plans for assigned clients. (6)
8. Act as a resource to other Agency staff members regarding service plans, client information (6), diagnostic and assessment methods.
9. Performs screening and eligibility assistance to clients related to the Medi-Cal and SSI/Medi-Cal application process. (8)
10. Work with other agencies to educate them in various aspects of mental illness to participate in the collaborative care of shared clients to identify, promote and develop needed health care services. (15, 17)
11. Participate in planning for and evaluating new and/or improved mental health services in relation to needs and priorities. (15, 17)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

---

Employee Signature (please sign in blue ink)

---

Date

---

Employee Name (printed)