

Business Manager

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
3. Tracks all client services, coordinates referrals for services, enters data into databases, prepares various reports for Federal, State and County purposes and analyzes for compliance to agency budgets. (6)
4. Act as a liaison between Sobriety Works and the criminal justice system and outside agencies. (6)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Assists individuals and families with aspects of the Medi-Cal application process. (8)
7. Identify potential problem areas related to group structures, surpluses, provide internal training with regard to policy changes, regulations, etc. and organized focused workshops as necessary. (15, 17)
8. Research and develop strategies for meeting goals and implementation of programs and processes. (15, 17)
9. Assist staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development. (15, 17)
10. Review client feedback for suggestions on improving services (15,17).
11. Develop and maintain client referral resources. (Medi-Cal related planning (15, 17)
12. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)