

Clinical Director

1. Develop and maintain positive working relationship with other community providers. (4)
2. Develop Brochure and marketing strategy. (4)
3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
4. Assist clinical staff in developing effective treatment plans for their clients. (6)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Coordination and monitoring transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Assist clinical 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)
9. Review client feedback for suggestions on improving services. (15, 17)
10. Develop and Maintain referral resources. (15, 17)
11. 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)
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)