

Manager I/II/III/IV

1. Develops budgets and contracts.
2. Acts as a liaison for financial monitoring with the Executive Director.
3. Conducts long-term planning, quality assurance, community needs assessment, and program evaluation activities as they relate to fiscal operations, service delivery and Strategic Plan budget projections.
4. Implements personnel policies as established in the Santa Cruz Community Counseling Center Manual including Affirmative Action Plan.
5. Provides and attends in-services and staff development activities.
6. Attends and facilitates staff meetings regarding clients (including Medi-Cal enrolled) to identify needs, referral resources and protocols for service referrals. (Medi-Cal related outreach, referral - A, B)
7. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Community Recovery Services. (Medi-Cal related outreach - A, B)
8. Assists staff in providing information to clients about Medi-Cal services and eligibility and directing clients to Medi-Cal Eligibility Workers for eligibility determination. (A)
9. Oversees and may assist with the Medi-Cal/Healthy Families application process. (C)
10. Arranges transportation of clients, including Medi-Cal enrolled, to Medi-Cal covered services to meet their identified needs. (D)
11. Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (F)
12. Collaborates with others and prepares proposals for expansion and enhancement of health and Medi-Cal services. (F)
13. Assists to administer MAA claiming, including development of claim plans and overseeing time survey process. (G)

Counselor I/II/III/IV

1. Oversees the delivery of Community Recovery services and coordinates documentation and billing services. (III, IV level)
2. Supervises all assigned staff. (III, IV level)
3. As lead counselor, completes client intakes, assessments and substance abuse treatment plans. (II, III, IV level)
4. Provides outreach and intervention services for at-risk clients.
5. Recruits clients by initiating intervention and referral as appropriate to the client's situation. (Medi-Cal related referral – A, B)
6. Provides individual, family and group counseling and crisis intervention.
7. Acts as a liaison with the courts, jails, lawyers, probation officers, local educational systems, hospitals, clinics and social service agencies.
8. Maintains a client caseload and provides on-going case management follow-up/after care for program clients.
9. Provides and attends in-services and staff development activities.
10. Completes client intakes and family assessments.
11. Attends multi-disciplinary team meetings regarding clients (including Medi-Cal enrolled) to identify needs, discuss cases, clinical issues, referral resources and protocols for service referrals. (Medi-Cal related referral activities - A, B)
12. Conducts case consultation with collaborative service agencies, including discussion of health care and Medi-Cal related referral options for clients. (Medi-Cal related referral activities - A, B)
13. Provides information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (A)
14. Identifies need for medical services and refers clients (including Medi-Cal enrolled) to health and Medi-Cal services to meet their needs. (A, B)

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Counselor I/II/III/IV – cont'd.

15. Assists with the Medi-Cal and Healthy Families/Medi-Cal for Children application process. (C)
16. Arranges transportation of clients, including Medi-Cal enrolled, to Medi-Cal covered services to meet their identified needs. (D)

Program Assistant I/II/III

1. Oversees or performs clerical, administrative and fiscal duties pertaining to Hermanas Recovery Program operations.
2. Coordinates the activities of office volunteers.
3. Delegates clerical, administrative and fiscal tasks to Program Assistants and Receptionists. (III level)
4. Oversees facilities and equipment maintenance.
5. Coordinates and recruits volunteers and community service people.
6. Updates counselor procedure manuals and acts as a liaison with counselors, site coordinators and Executive Support.
7. May conduct intake registrations in Spanish and translates documents into Spanish as required.
8. Attends staff meetings regarding clients (including Medi-Cal enrolled) to identify needs, referral resources and protocols for service referrals. (Medi-Cal related referral, access assistance - A, B)
9. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Fenix. (Medi-Cal related outreach - A, B)
10. Assists staff in providing information to Fenix clients about Medi-Cal services and eligibility and directing clients to Medi-Cal Eligibility Workers for eligibility determination. (A, B)
11. Assists with the Medi-Cal/Healthy Families application process. (C)
12. Arranges transportation of clients, including Medi-Cal enrolled, to Medi-Cal covered services to meet their identified needs. (D)

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3. As lead counselor, completes client intakes, assessments and substance abuse treatment plans. (II, III, IV level)
4. Provides outreach and intervention services for at-risk clients.
5. Recruits clients by initiating intervention and referral as appropriate to the client's situation. (Medi-Cal related referral – 4)
6. Provides individual, family and group counseling and crisis intervention.
7. Acts as a liaison with the courts, jails, lawyers, probation officers, local educational systems, hospitals, clinics and social service agencies. (Medi-Cal case coordination – 6)
8. Maintains a client caseload and provides on-going case management follow-up/after care for program clients. (Medi-Cal case coordination -6)
9. Provides and attends in-services and staff development activities.
10. Completes client intakes and family assessments.
11. Attends multi-disciplinary team meetings regarding clients (including Medi-Cal enrolled) to identify needs, discuss cases, clinical issues, referral resources and protocols for service referrals. (Medi-Cal related referral activities - 4)
12. Conducts case consultation with collaborative service agencies, including discussion of health care and Medi-Cal related referral options for clients. (Medi-Cal related referral activities – 4, 6)
13. Provides information about services offered by Medi-Cal and directs clients to Medi-Cal eligibility workers for eligibility determination. Refers Medi-Cal eligible individuals directly to services to meet their needs. (4)

Counselor I/II/III/IV – cont’d.

14. Identifies need for medical services and refers clients to health and Medi-Cal services to meet their needs. (4, 6)
15. Coordinates Medi-Cal covered health services for a client. (6)
16. Assists with the Medi-Cal application process. (8)
17. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
18. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

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Continued on following page

Manager I/II/III/IV – cont'd.

13. Collaborates with others and prepares proposals for expansion and enhancement of health and Medi-Cal services. (15, 17)
14. Assists to administer MAA claiming, including development of claim plans and overseeing time survey process. (19)
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