

Counselor

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Refers clients and/or family members in accordance with the parameters of individual situations, including the management of crisis situations. (4)
3. Conducts case management and coordination and supervision of the substance use disorder treatment program and staff. (6)
4. Through the development of personalized treatment plans, provides counseling and education via treatment groups and individual sessions appropriate to clientele. (6)
5. Works in consultation with county employees, members of the legal, medical and psychiatric communities, and others on behalf of clients. (6)
6. Interacts with family members and client support members. (6)
7. Coordinates and monitors transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Communicates effectively and professionally with clients, peers and Attends training related to the performance of MAA. (20)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)