

**Office Coordinator/Intake Coordinator**

1. To represent Sobriety Works to the public and recovery community as appropriate (4)
2. Assisting clients in accessing County wide services (4)
3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
4. To oversee function and services of onsite management and volunteers as related to screening, intake, client Medi-Cal awareness/referrals, and client fees collection. (4, 6)
5. To communicate with corrections, probation, parole, the courts, and other referral sources about client status, bed availability, and treatment evaluation through written correspondence, telephone, email, and off-site/on-site meetings. (6)
6. Coordinates Medi-Cal covered health services for a client. (6)
7. The individual also is responsible for tracking County client referrals, slot management, weekly data entry into the County's ShareCare program and entering client records into the Sobriety Works database and reviewing all databases for accuracy. (6)
8. Arranges transportation for, and if client has a physical or mental limitation. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
11. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)