

**Case Manager/Employment Placement Specialist/ Family Service Specialist**

1. Work effectively as a team member with Day Worker Center, CAB, and agency program partners, including attending CAB agency meetings and activities and representing the program and agency in partner/network meetings. (4,15,17)
2. Work with adults in substance abuse recovery and/or their families to build skills and competency in obtaining and retaining employment by using strength-based approaches and methods. (6)
3. Provide financial literacy and capacity information and case management for clients/families. (6)
4. Provide ongoing case management support and mentorship to newly placed participants to ensure job retention and to address problems as they arise. (6)
5. Communicate appropriately with partners to accomplish program and participant goals. (6)
6. Perform data entry including an online-shared referral system. (6)
7. Provide health and Medi-Cal outreach(4), information(4), referral(6), eligibility(6,8), access assistance (8), planning (15,17) and MAA coordination activities. (20)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. 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)