

### **Mental Health Client Specialist/Sr. Mental Health Client Specialist**

1. Determines need and eligibility for psychiatric hospitalization or other treatments, making recommendations and referrals within the Agency or to other programs and agencies as appropriate. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
4. Provides continuing case management services to severely mentally ill clients and their families, assisting clients to function at the most independent level in the least restrictive setting possible. (6)
3. Prepares case histories and assessments or service plans. (6)
4. Communicates and/or consults with a variety of organizations, agencies, programs, and individuals in obtaining necessary treatment approaches and/or support services for clients, assisting clients to meet their basic needs and improve their current situations. (6)
5. Coordinates and monitors transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
6. Arranges for emergency treatment and/or detention or out-of-home placement and care as necessary. (6)
7. Coordinates Medi-Cal covered health services for a client. (6)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. Works with other agencies to identify, promote and develop needed health care services. (15,17)
10. Participates in staff meetings, in-service training, team treatment sessions, conferences, and workshops. (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)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)