Health Services Manager

1. Conducts outreach to ensure community awareness of the program. (4)

2. Coordinates program and service activities with administrative and medical staff of the agency and outside service providers. (6)

3. Provides consultation and assistance to subordinates and makes decisions on difficult health and case management problems. (6)

4. Attends meetings and conferences. (6)

5. Collaborates with case managers to discuss individual clients' needs and barriers to receipt of services, including health and Medi-Cal services. Discusses referral options (6)

6. Reviews, evaluates and coordinates medical and financial case management. (6)

7. May review medical reports and determine eligibility or consults with State experts on the most difficult and complex cases. (6)

8. Reviews, evaluates and coordinates medical and financial case management. (6)

9. May review medical reports and determine eligibility or consults with State experts on the most difficult and complex cases. (6)

10. Prepares grant applications and administers grant funded and contracted programs and services. (12,13)

11. Develops and implements systems to monitor the quality and outcome of services to meet funding and community requirements. (15,17)

12. Reviews legislation in assigned program areas and makes recommendations. (15,17)

13. Plans, directs, reviews and coordinates programs within Public Health. (15,17)

14. Works collaboratively with other HSA divisions and outside agencies to coordinate and improve the delivery of health and Medi-Cal services to PHN field Nursing clients and families. (15,17))

15. Develops strategies to increase health and Medi-Cal system capacity and close service gaps. (15,17)

16. Develops grants and proposals for health and Medi-Cal program expansion and enhancement. (15,17)

Health Services Manager

17. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

18. Attends training related to the performance of MAA. (20)

_____   _____
Employee Signature (please sign in blue ink)   Date

_____
Employee Name (printed)