

Assistant Division Director

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Make presentations to schools and community programs and explain programs to the public and media (4)
3. Work with staff to solve the most difficult conduct, attitude or other special problems of juveniles or defendants on probation. (6)
4. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
5. Provide consultation and guidance to staff to solve the most difficult casework problems. (6)
6. Keep abreast of current trends in juvenile behavior, adult and juvenile gangs, cults and groups, philosophy of Probation and incarceration, methods of treatment (4,6) and available community resources. (4,6)
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. 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)
10. Assist in developing long-range plans, policies, procedures, programs and services (15,17)
11. Serve as a management team member to implement policies, procedures and programs. (15,17)
12. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
13. Conduct training needs assessment, evaluate training resources and programs and coordinate and schedule training (19, if Medi-Cal related)
14. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19,20)
15. Attends training related to the performance of MAA (19,20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Please print)