

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. 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. (4)
3. Provides information to individuals and families about the Medi-Cal and Healthy Families Programs and directs to Medi-Cal covered services to meet identified needs. (4)
4. Arranges for emergency treatment and/or detention or out-of-home placement and care as necessary. (6)
5. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
6. Coordinates Medi-Cal covered health services for a client. (6)
7. 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)
8. Prepares case histories and assessments or service plans. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Works with other agencies to identify, promote and develop needed health care services. (15, 17)
11. Develops strategies to increase health system capacity and close health and Medi-Cal services gaps. (15,17)
12. Collaborates with outside agencies to improve the delivery of health and Medi-Cal services. (15,17)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)