

Executive Director

1. Assists in developing and maintaining programs in relationship to client size and best practices and acts as a liaison between Sobriety Works and outside agencies. (4)
2. Develop and maintain positive working relationship with other community providers. (4)
3. Develop job descriptions, recruitment advertising, and outreach strategies. (4)
4. Develop brochure and marketing strategy. (4)
5. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
6. Tracks all client services, coordinates referrals for services, enters data into databases, prepares various reports for Federal, State and County purposes and analyzes for compliance to agency budgets. (6)
7. Develop database model for maintenance and monitoring of client resources data. (6)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Coordinate and monitor transportation, if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
10. Coordinate and monitor transportation, if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
11. Assists individuals and families with aspects of the Medi-Cal application process. (8)
12. Determine and design procedure to address unique operational needs; (15, 17)
13. Research and develop strategies for meeting goals and implementation of programs and processes. (15, 17)
14. Develop and maintain client referral resources. (15, 17)
15. Provide analytical strategies for short- and long-term planning; research and develop strategies for meeting goals and implementation of programs and processes. (15, 17)
16. 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)

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- 17. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
- 18. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
- 19. Assists with administrative aspects of the MAA claiming process. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)