



Mendocino County
Department of Social Services
Healthy People, Healthy Communities

DeNeese Parker, Director
Stephen White, Assistant Director



Memorandum

Date:	December 23, 2025
To:	Human Resources
From:	Rachel Ebel-Elliott, EFAS Deputy Director
Subject:	Justification to Fill Community Health Svcs Specialist I—PN4354

The Community Health Services Specialist (CHSS) position is in the Outreach and navigation Unit within the Special Projects Team and Employment and Family Assistance Services (EFAS) Division. This position is vital to the work required by the CalAIM Justice Involved project, the Front Door for Families program, collaboration with community-based organizations, benefits navigation assistance for residents at Project Homekey, and assistance to our community in outlying and hard-to-reach areas.

The CHSS works with the Jail, Juvenile Hall, and justice involved agencies to assist individuals who are eligible for Medi-Cal to enroll in and access services. This work is aimed at reducing recidivism by ensuring access to treatment and housing assistance.

The CHSS provides front line support to the Front Door for Families Program. This program aims to reduce homelessness for families in Mendocino County. The CHSS does the important work of screening families for program eligibility, setting them up with appointments for housing guidance, and assisting them in enrolling in other services to achieve self-sufficiency.

The CHSS works closely with advocates at clinics, family resource centers, senior centers and other community-based organizations to help them navigate their clients through benefit programs and to provide them with technical assistance. This work aims to reduce calls to Social Services, clear up confusion, reduce unnecessary disenrollments, and increase access to benefits.

The CHSS screens residents at Project Homekey's Live Oak Apartments for public benefits assistance and provides application assistance and navigation. This project aims to help residents maintain benefits, access care, and increase finances so they can move from transitional housing into permanent housing.

The CHSS travels to underserved communities including tribal lands to provide navigation and enrollment assistance. This work helps these communities avoid emergency room visits, access preventative care, and get support to move towards self-sufficiency.

With the passing of California Health Omnibus (AB) 116, and HR1, and the potential churn caused by policy changes, specifically the asset limit test reinstatement, freeze to full-scope

Medi-Cal for individuals without satisfactory immigration status, and Community Engagement and work requirements, this position is crucial to help the Department provide timely assistance to applicants and beneficiaries to ensure access to healthcare, nutrition benefits, and other public assistance programs.

The CHSS position is funded through Public Assistance Administrative Allocations with an estimated 15% of time being allocated to CalFresh, 65% Medi-Cal, and 20% to CalWORKs Housing Support. **This position will not utilize any realignment or County General Funds.**

Anticipated quarterly workload is as follows:

- CalAIM Justice Involved inmate screenings and application assistance-277
- Front Door for Families Screenings-103
- CalWORKs Housing Support Assistance-114
- Bringing Families Home (child welfare cases) assistance-30
- Live Oak (Project Homekey) benefit assistance-86

Failure to fill this position will result in the elimination of Medi-Cal application assistance for the CalAIM Justice Involved project; delays in benefit enrollment and navigation for medically needy individuals; in reduced services and assistance to partners at clinics and community based organizations; reduced services and availability for underserved communities in outlying areas, and delay in housing services for families with children, as the position provides front-line support for Front Door for Families, CalWORKs Housing Support, the Family Homelessness Challenge Grant, CalAIM community Supports, and Bringing Families Home.