

### **Administrative Assistant**

1. Manages supervisor's calendar and independently schedule appointments.
2. Screens incoming calls and correspondence and responds independently when possible.
3. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance.
4. Arranges programs, events, or conferences by arranging for facilities and caterer, issues information or invitations, coordinating speakers, and controlling event budget.
5. Directs preparation of records such as agenda, notices, minutes, and resolution for corporate meetings.
6. Acts as custodian for corporate documents and records.
7. Directs preparation and filing of corporate legal documents with government agencies to conform to statutes.
8. Takes and transcribes dictation, and composes and prepares confidential correspondence, reports and other complex documents.
9. Creates and maintains database and spreadsheet files.
10. Arranges complex and detailed travel plans and itineraries, compile documents for travel-related meetings, and correspondence supervisor when requested.
11. Provide Health Outreach, Information and Referral Activities, in order to ensure the health and well-being of the population we serve. Services will be provided regarding:
  - a. Knowledgeable information about basic health and Medi-Cal benefit information
  - b. Perform advocacy with target population ,including individuals and families
  - c. Outreach activities may include information about local health and Medi-Cal services that will benefit individuals and families in order to allow them to lead healthy and productive lives. (Medi-Cal related outreach – 4)
  - d. Explain benefits derived from accessing local health, mental health and substance abuse services and encourage/assist individuals/families to utilize these services.
12. Provides information to individuals and families about the Medi-Cal

program and refers to Medi-Cal eligibility sites. (4)

13. Coordinates Medi-Cal covered health services for a client. (6)

14. Assists individuals and families with aspects of the Medi-Cal application process. (8)

15. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)

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

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

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Employee Signature (please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)