

MAA Outreach Coordinator

1. Conducts Medi-Cal related outreach and provides information and referral to current and potential Medi-Cal enrollees. (4)
2. Serves as communicator with youth and their families regarding Medi-Cal and health care programs and services. (4)
3. Supports youth and their families in successfully obtaining needed health care services, including availability of translation and coordinating and monitoring transportation when needed. (4,10)
4. Provides information to clients and staff about Medi-Cal sponsored programs and MAA. (4,19).
5. Coordinating Medi-Cal covered health services for a client. (6)
6. Coordinate and monitor transportation if necessary, including Medi-Cal enrolled, to Medi-Cal covered health services to meet identified needs. (6)
7. Applies for and maintains status as Certified Application Assistor to assist potential enrollees with completing the Medi-Cal application process (within one year). (8)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. Collaborates with others to identify and fill gaps in Medi-Cal services by participating in monthly Health Coalition Meetings. (15,17)
10. 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)
11. Maintain accurate and comprehensive records of MAA activities. (19)
12. Establishes and maintains communication and linkages between Barrios Unidos and the Health Services Agency in areas related to MAA. (19)
13. Tracks monthly hours of paid personnel participating in MAA and submits report and required documentation to Program Director and appropriate staff personnel at the County and State level as appropriate. (19)
14. Meets bi-monthly with MAA staff participants. (19)

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- 15. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
- 16. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)