

Family, Youth and Administrative Specialist

1. Oversee and perform outreach, public relations, advocacy and education to promote goals of the program and the recruit youth participants. (4 – Health related Outreach)
2. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (4 – Health related Outreach) (6 – Referral, Coordination and Monitoring of Medi-Cal Services) (8 -Facilitating Medi-Cal Application.)
3. Provide information to high risk, high need populations about services offered by Medi-Cal and direct clients to application and eligibility staff for eligibility determination. Refer Medi-Cal eligible individuals and families directly to provider services. (4 – Health related Outreach) (6 – Referral, Coordination and Monitoring of Medi-Cal Services) (8 -Facilitating Medi-Cal Application.)
4. Coordinate, conduct and oversee North Coast Teen Program services. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
5. Coordinate Medi-Cal covered health services for clients. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
6. Coordinate and Monitor transportation if client has physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
7. Assist individuals and families with aspects of the Medi-Cal application process. (8 - Facilitating Medi-Cal Application.)
8. Research, write and apply for funding grants and opportunities. (15 & 17 – Health related Program Planning and Policy Development)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20 – MAA Implementation Training)
10. Attend training related to the performance of MAA. (20 – MAA Implementation Training)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)