

Citizenship Assistant

1. Assist clients applying for citizenship and clients who have submitted applications for US citizenship, as well as other immigration legal services as needed. (4)
2. Conduct outreach to identified clients and community partners, through presentations, workshops, and classes. (4)
3. Contribute to program reports as requested by CAB administration and/or agency funding sources.
4. Enroll eligible clients for case management services, conduct bimonthly check-ins, and track client progress according to SCCIP case management protocols. (6)
5. Provide safety net information and referral services to SCCIP clients including info on other CAB programs or community services. (6)
6. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by clients. (4)
7. Develop innovative approaches to generate increased citizenship applications and services ensuring contract compliance and meeting objectives and goals of the program. Develop strategies to reach citizenship goals and objectives as outlined by funding sources. (15,17)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA. (20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Printed)