

Transgender Program Coordinator

1. Oversee 18 monthly gender related support groups. (4 – Health related Outreach)
2. Facilitate weekly young adults transgender support group. (4 – Health related Outreach)
3. Organize events for the transgender and gender expansive community. (4 – Health related Outreach)
4. Creates a network where transgender and gender expansive individuals can build community, get resources, advocacy, and support. (4 – Health related Outreach)
5. Assist the Training and Education Department with gender related trainings. (4 – Health related Outreach)
6. Attend and work at key Diversity Center events including our annual Gala, holiday parties, local and regional Pride parades, conferences. (4 – Health related Outreach)
7. Conduct regular outreach for The Diversity Center’s programs to transgender and gender expansive individuals and their families. (4 – Health related Outreach)
8. Make referrals to transgender and gender-expansive individuals. (6 – Health related Referral, Coordination and Monitoring)
9. Positive attitude, where no project is too big or too small and no problem is above or beneath you — not afraid to roll up your sleeves and get your hands dirty (sometimes literally). (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination) (8 – Medi-Cal application) (15 & 17 Health related Program Planning and Development)
10. Create programming and provide resources and referrals in Santa Cruz county with a focus on supporting transgender and gender expansive individuals and their families. (4 – Health related Outreach) (6 – Health related Referral, Coordination and Monitoring)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)