

Program Coordinator

1. Provide client assistance including form assistance, translation, advocacy, and information and referrals regarding health and human services. (4 – Health related Outreach)
2. Assist with outreach. (4 – Health related Outreach)
3. Provide information to high risk, high need populations about services offered by Medi-Cal and directs 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. Answer phones and provide information and referral. (4 – Health related Outreach) (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
5. Coordinate Medi-Cal covered health services for a client. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
6. Coordinate and monitor transportation if client has a 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. Monitor the needs of the North Coast, low-income community; re-evaluate and determine service needs. (15 & 17 – Health related Program Planning and Policy Development)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attend training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)