

### **Program Coordinator**

1. Provide client assistance including form assistance, translation, advocacy, and information and referrals regarding health and human services. (4)
2. Assist Program Director with outreach. (4)
3. Provides information to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to application and eligibility staff for eligibility determination. Refers Medi-Cal eligible individuals and families directly to provider services. (4)
4. Answer phones and provide information and referral. (4,6)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Arranges transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Monitor the needs of the North Coast, low-income community; re-evaluate and determine service needs. (15, 17)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

---

Employee Signature (please sign in blue ink)

---

Date

---

Employee Name (Printed)