

Program Manager

1. Provide information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4 – Health related Outreach)
2. Coordinate Medi-Cal covered health services for a client. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
3. Assist individuals and families with aspects of the Medi-Cal application process. (8 -Facilitating Medi-Cal Application)
4. Prepare proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15 & 17 – Health related Program Planning and Policy Development)
5. Communicate with FRC Program Director about any significant shifts and makes recommendations for future planning as appropriate. (15 & 17 – Health related Program Planning and Policy Development)
6. Develop and maintain positive professional relationships with collaborative service providers, funders, and communities. (15 & 17 – Health related Program Planning and Policy Development)
7. Actively engages in community planning and county initiatives ensuring agency presence. (15 & 17 – Health related Program Planning and Policy Development)
8. Develop strategic plans, set objectives based on goals, mission and values, gather input and knowledge of others, adjust and monitor plans in coordination with FRC Program Director to ensure responsive programming to the changing community needs. (15 & 17 – Health related Program Planning and Policy Development)
9. Ensure that improvements to center operations and programs, including procedures, methods and systems are implemented. (15 & 17 – Health related Program Planning and Policy Development)
10. Participate in the renewal and acquisition of new foundation grants and government contracts by providing reports, writing proposals, letters, and other communications. (15 & 17 – Health related Program Planning and Policy Development)
11. Assist in organizing fundraising events, and with development and implementation of new projects and/or events. (15 & 17 – Health related Program Planning and Policy Development)
12. Assist to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19 – MAA/TCM Coordination and Claims Administration)
13. Attend training related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)