

Program Director

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Serves as a principal community relations representative providing strong visibility and a favorable image of the MCR. (4)
3. Identify and coordinate training needs (including Medi-cal-related & Medi-Cal health insurance assistance). (6)
4. Coordinates Medi-Cal covered health services for a client. (6)
5. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
6. Develops public relations materials and creates promotional opportunities which will promote and enhance MCR services with the media, community organizations, the business sector, government and the general public.(4, 15,17)
7. Develops goals and objectives for the public relations, public education and communications activities. (15,17)
8. Prepares 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)
9. Develops and integrates new programs into agency governance structure and service delivery system. (15,17)
10. Responsible for implementation and oversight of program(s) evaluation and, outcome studies. Includes collection of demographic and qualitative data relevant to program goals and objectives. (15,17)
11. With CEO, monitoring outcomes and evaluation of services, and new program development. (15,17)
12. Work with CEO on efforts towards program planning, development, implementation and sustainability. (15,17)

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- 13. Solicits information, recommendations and assistance on ways to improve the effectiveness of the MCR programs and operations. (15,17)
- 14. Participates in statewide and local planning and advocacy efforts aimed at maintaining and/or developing and/or expanding family services as appropriate and directed. (15,17)
- 15. Assists to implement and oversee Medi-Cal Administrative Activities claiming process. (19)
- 16. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
- 17. Attends training related to the performance of MAA. (19)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)