

Manager

1. Attends and facilitates staff meetings regarding clients to identify needs, referral resources and protocols for service referrals. (4, 6)
2. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Families Together. (4, 6)
3. Assists staff in providing information to clients about Medi-Cal services and eligibility and directing clients to Medi-Cal Eligibility Workers for eligibility determination. (4, 6)
4. Coordinates Medi-Cal covered health services for a client. (6)
5. Oversees and may assist with the Medi-Cal application process. (8)
6. Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
7. Collaborates with others and prepares proposals for expansion and enhancement of health and Medi-Cal services. (15, 17)
8. Works with County and community agencies to identify gaps in services and plan for new and enhanced health services for families in need of such services. (15, 17)
9. Conducts long-term planning, quality assurance, community needs assessment, and program evaluation activities as they relate to fiscal operations, service delivery and Strategic Plan budget projections. (15, 17)
10. Provides and attends in-services and staff development activities. (15,17)
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)