

### **Administrative Assistant**

1. Manages supervisor's calendar and independently schedule appointments.
2. Screens incoming calls and correspondence and responds independently when possible.
3. Prepares memorandums outlining and explaining administrative procedures and policies to supervisory workers, and monitors compliance.
4. Arranges programs, events, or conferences by arranging for facilities and caterer, issues information or invitations, coordinating speakers, and controlling event budget.
5. Directs preparation of records such as agenda, notices, minutes, and resolution for corporate meetings.
6. Acts as custodian for corporate documents and records.
7. Directs preparation and filing of corporate legal documents with government agencies to conform to statutes.
8. Takes and transcribes dictation, and composes and prepares confidential correspondence, reports and other complex documents.
9. Creates and maintains database and spreadsheet files.
10. Arranges complex and detailed travel plans and itineraries, compile documents for travel-related meetings, and correspondence supervisor when requested.
11. Provide Health Outreach, Information and Referral Activities, in order to ensure the health and well-being of the population we serve. Services will be provided regarding:
  - a. Knowledgeable information about basic health and Medi-Cal benefit information
  - b. Perform advocacy with target population ,including individuals and families
  - c. Outreach activities may include information about local health and Medi-Cal services that will benefit individuals and families in order to allow them to lead healthy and productive lives. (Medi-Cal related outreach – 4)
  - d. Explain benefits derived from accessing local health, mental health and substance abuse services and encourage/assist individuals/families to utilize these services.

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**Administrative Assistant – cont'd.**

12. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
13. Coordinates Medi-Cal covered health services for a client. (6)
14. Assists individuals and families with aspects of the Medi-Cal application process. (8)
15. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
16. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

### **MAA Outreach Coordinator**

1. Provides information to clients and staff about Medi-Cal sponsored programs and MAA. (MAA related outreach, administration – 4, 19).
2. Conducts Medi-Cal related outreach and provides information and referral to current and potential Medi-Cal enrollees. (4)
3. Supports youth and their families in successfully obtaining needed health care services, including availability of translation and arranging transportation when needed. (Medi-Cal related outreach, transportation – 4, 10)
4. Collaborates with others to identify and fill gaps in Medi-Cal services by participating in monthly Health Coalition Meetings.
5. Serves as communicator with youth and their families regarding Medi-Cal and health care programs and services. (Medi-Cal related outreach – 4)
6. Tracks monthly hours of paid personnel participating in MAA and submits report and required documentation to Program Director and appropriate staff personnel at the County and State level as appropriate. (19)
7. Effectively utilizes community and agency resources.
8. Meets weekly with Program Directors and provides general description of weekly activities and program updates.
9. Meets bi-monthly with MAA staff participants. (19)
10. Provides back-up duties, as necessary.
11. Attends weekly staff meetings and training sessions, as needed.
12. Applies for and maintains status as Certified Application Assistor to assist potential enrollees with completing the Medi-Cal application process (within one year). (8)
13. Coordinating Medi-Cal covered health services for a client. (6)

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**MAA Outreach Coordinator – cont'd.**

14. Assists individuals and families with aspects of the Medi-Cal application process. (8)
15. Arranges transportation for, and if necessary, accompanies individuals and families, including Medi-Cal enrolled, to Medi-Cal covered health services to meet identified needs. (10)
16. 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)
17. Maintain accurate and comprehensive records of MAA activities. (19)
18. Establishes and maintains communication and linkages between Barrios Unidos and the Health Services Agency in areas related to MAA. (19)
19. Attends training related to the performance of MAA. (20)

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## **Outreach Specialist**

1. Prepares appropriate workshops concerning youth issues.
2. Facilitates Group and One-on-One meetings, to provide mentoring and counseling.
3. Conducts and develops short-long goals and activities, as well as scheduling activities and programs.
4. Draft fully and complete monthly reports and Daily Activities Log, activities calendar for review and approval by Program Manager.
5. Conducts weekly check-in with Outreach Manager and provides general descriptions of weekly activities and programs.
6. Maintains accurate and comprehensive client records.
7. Secures remedial action by court if necessary.
8. Provides staff back up when necessary.
9. Attends weekly staff meetings, trainings sessions as directed.
10. Maintains accurate and comprehensive client records.
11. Represents the agency at public meetings and on committees as assigned.
12. Provides health outreach, information and referral activities, in order to ensure the health and well-being of the youth population we serve. Services will be provided regarding: (Tasks related to Medi-Cal will be coded as such – 4)
  - a. Knowledgeable information about basic health and Medi-Cal benefit information;
  - b. Perform advocacy with target population including individuals and families;
  - c. Outreach activities may include information about local health and Medi-Cal services that will benefit individuals and families in order to allow them to lead healthy and productive lives;
  - d. Explain benefits derived from accessing local health, mental health and substance abuse services; and
  - e. Encourage/assist individuals/families to utilize these services.

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**Outreach Specialist – cont'd.**

13. Provides information to individuals and families about Medi-Cal eligibility and programs, and directs to Medi-Cal covered services. (4)
14. Coordinating Medi-Cal covered health services for a client. (6)
15. Assists individuals and families with aspects of the Medi-Cal application process. (8)
16. Arranges transportation for, and accompanies individuals and families, including Medi-Cal enrolled, to Medi-Cal covered health services to meet their identified needs. (10)
17. Additionally, Outreach Specialists will be assigned to specific target groups and programs and may have additional duties specific to those assignments.
18. Attends training related to the performance of MAA. (20)

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## **Receptionist**

1. Retrieves messages from answering machine and forwards to appropriate personnel or department.
2. Answers incoming telephone calls, determines purpose of callers, and forwards calls to appropriate personnel or department.
3. Takes and delivers messages or transfers calls when appropriate personnel are unavailable.
4. Answers questions about organization and provides callers with address, directions, and other information.
5. Provide Health Outreach, Information and Referral Activities, in order to ensure the health and well-being of the population we serve. Services will be provided regarding:
  - a. Knowledgeable information about basic health and Medi-Cal benefit information
  - b. Perform advocacy with target population ,including individuals and families
  - c. Outreach activities may include information about local health and Medi-Cal services that will benefit individuals and families in order to allow them to lead healthy and productive lives. (Medi-Cal related outreach – 4)
  - d. Explain benefits derived from accessing local health, mental health and substance abuse services and encourage/assist individuals/families to utilize these services.
6. Welcomes on-site visitors, determines nature of business, and announces visitors to appropriate personnel.
7. Monitors visitor access .
8. Receives, sorts, and routes mail, and maintaining and routes publications.
9. Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.

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**Receptionist – cont'd.**

10. Orders, receives, and maintains office supplies.
11. Creates and prints fax covers sheets, memos, correspondence, reports, and other documents when necessary.
12. Maintains updated information packets with most current articles
13. Files all articles related to Barrios Unidos.
14. Responsible for maintaining the reception area clean and in appropriate manner.
15. Performs other clerical duties as needed, such as filing, photocopying, and collating.
16. Creates monthly facility calendars.
17. May be asked to decorate facility according to holidays or events.
18. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
19. Coordinates Medi-Cal covered health services for a client. (6)
20. Assists individuals and families with aspects of the Medi-Cal application process. (8)
21. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
22. Attends training related to the performance of MAA. (20)

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