

Assistant Program Director

1. Assists in the oversight of program service delivery overseeing contract compliance and ensuring program impacts are met.
2. Supports the Program Director with daily operations of the Alcance Program.
3. Assists in oversight of employment readiness activities, including workshops and activities provided either in the office or in community settings; provides supervision and capacity building for staff, interns, volunteers in the areas of employment supports, case management, job development and placement.
4. Oversee all aspects of youth focused leadership development including mentorship, violence prevention, and employment supports; ensures use of best practices and culturally competent service delivery.
5. Recruit, train and supervise suitable program volunteers/interns for program services;
6. Design and revise employment services and youth leadership programming, curricula and policies, ensuring all services are based on best practices and in conjunction with coworkers/partners and the Program Director, as needed;
7. Provide direct services related to job readiness and character development, to clients individually and in groups
8. Assist in monitoring and tracking all program objectives and outcomes to ensure program goals are met, and prepare programmatic reports as needed;
9. Communicate with project partners and other community members/organizations about program activities and objectives;
10. Oversee and ensure proper expenditures related to employment programming, supplies, client assistance and other operating expenses.
11. Monitor program/staff compliance with all CAB policies, procedures and safe work practices.
12. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
13. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
14. Coordinates Medi-Cal covered health services for a client. (6)

Assistant Program Director – cont'd.

15. Assists individuals and families with aspects of the Medi-Cal application process. (8)
16. 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)
17. 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)
18. Assists with administrative aspects of the MAA claiming process. (19)
19. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Case Manager

1. Outreach and Recruitment:

- A. Provide outreach and recruitment activities to ensure program goals are met and contract compliance.
- B. Work with community partners including but not limited to schools, hospitals, law enforcement, probation, employers and service providers for appropriate youth referrals. (Medi-Cal related outreach – 4)
- C. Conduct presentations with program information and attend community outreach events. (Medi-Cal related outreach – 4)

2. Case Management:

- A. Provide intensive case management and mentoring to youth who are impacted by violence, provide assessments, goal setting, and access to services. (Medi-Cal related case coordination – 6)
- B. Engage, maintain and track an active caseload of participants, at a given timeframe, that focuses on increasing youth safety and well-being through goal attainment, participation in prosocial activities including employment and/or educational opportunities.
- C. Build youth assets by providing educational workshops focused on positive decision making, cultural strengths, and job preparation skills.
- D. Provide harm reduction strategies including 1:1 mentoring, advocacy and systems navigation.
- E. Engage youth's families and increase access to services. (Medi-Cal related case coordination – 6)
- F. Plan and implement prosocial activities that will support youth success.

3. Community Mobilization:

- A. Participate in youth violence reduction partnerships and community meetings within and across county agencies, other public and private entities, service providers, and additional stakeholders to accomplish defined objectives.
- B. Co-facilitate groups/workshops in the community and or school that focus on violence prevention employment and life skills.
- C. Participate and assist in the preparation of peace promotion activities.

4. Crisis Response Responsibilities:

- A. Ensure safety of youth and staff by following established safety protocols.
- B. Work collaboratively with the local law enforcement to support a crisis response system.
- C. Lead, assist and support in community vigils and other empowerment-building activities.
- D. May be asked to work occasional evenings, holidays and weekends, to assist in a crisis.
- E. Must be available to work afterhours, holidays and weekends.
- F. Assist and support in neighborhood, school and or community conflict mediations.

Case Manager – cont’d.

5. Medi-Cal Administrative Activities

- A. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
- B. Coordinates Medi-Cal covered health services for a client. (6)
- C. Assists individuals and families with aspects of the Medi-Cal application process. (8)
- D. 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)
- E. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

COORDINATOR

1. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (4)
2. Managing client flow through collaborative services to ensure outcomes are met, tracking data, reporting and systems analysis for the collaborative to partners and funders. (6)
3. Secure and/or assist in developing/leading technical assistance and training.
4. Conduct assessments for specific clients within the collaborative. (6)
5. Convene and facilitate regular collaborative meetings for case coordination and outcomes monitoring. (6)
6. Provide leadership within the collaborative to ensure clients are “navigated” through the collaborative and external services to ensure successful outcomes. (6)
7. Create and maintain data/outcomes tracking systems and produce regular reports for collaborative members, funders, etc. (6)
8. Actively participate in relevant internal and external meetings/committees as needed and assigned.
9. Provide direct client assistance including limited case management, application processes, eligibility requirements, reporting, and client services including information and referral. (8)
10. Responsible for coordinating collaborative meetings and trainings. (15, 17)
11. Assist in seeking out additional funding sources and maintain relationships with local funding source personnel and other service providers. (15, 17)
12. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)

Crew Operations Coordinator

1. Coordinate all aspects of work projects, including facilitation of partner meetings, communication with partners and coworkers, and oversee the purchase/preparation of all crew supplies and equipment;
2. Delegate work projects among program work crews;
3. Facilitate ongoing staff meetings for all crew-related personnel;
4. Train, supervise, coach and evaluate both regular and on-call crew supervisors for all crew operations, including Work First, MOST, Evening Center and Weekend Work Project crews, and delegate administrative and other tasks to each, as appropriate;
5. Oversee maintenance of all vans and all project equipment, keeping an inventory of all materials and equipment.
6. Assist in purchasing materials and renting equipment as necessary;
7. Provide oversight on crewmember instruction related to tool and equipment operation, safety procedures, and workflow;
8. Coordinate with community partners, including County employees and other service providers;
9. Oversee administrative tasks related to the daily operations of the work crew, including maintenance of all client information such as crew attendance/stipend rate, client addresses, and confidential health information;
10. Revise and implement work crew policies and procedures, in conjunction with community partners and Program Director, as needed;
11. Provide health and Medi-Cal outreach, information, referral, eligibility, access assistance, planning and MAA coordination activities;
12. Track all program objectives and outcomes, and prepare programmatic reports as needed.
13. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
14. Coordinates Medi-Cal covered health services for a client. (6)

Continued on following page

Crew Operations Coordinator – cont’d.

15. Assists individuals and families with aspects of the Medi-Cal application process. (8)
16. 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)
17. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employment Case Manager

1. Ensure program placement goals are met by ensuring high quality and responsive relationships with program participants, walk-ins, and community partners.
2. Work in conjunction with other CAB Job Developers/Business Representatives and partner staff to identify appropriate participant and business employment matches.
3. Support participant success by providing, creating and implementing job readiness services to participants, including communicating employer expectations, appropriate workplace behavior, and interview practice and preparation.
4. Meet with CAB program staff and other partner agencies concerning work site analyses, job analyses, placements and other matters related to creating successful employment for participants/clients.
5. As needed, provide supportive wrap around career counseling and conduct interviews to assess strengths and weaknesses of participants/clients.
6. Provide information and referrals to clients as appropriate regarding safety-net services (health and human services).
7. Write administrative and progress reports regarding participant/client achievement and conduct program related data entry.
8. Operation of office machines including computer work station.
9. Participate in agency wide meetings and trainings.
10. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
11. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
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Employment Case Manager – cont'd.

15. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employment Placement Specialist

1. Establish linkages with employers to develop subsidized and unsubsidized job opportunities.
2. Work with local employers, business and community organizations to ensure successful placements for participants/clients and employers.
3. Work with CAB, and other community partners who provide collaborative (e.g., wrap around) services to participants/clients.
4. Support the CAB employment programs for older youth and adults.
5. May provide transportation of participants/clients. (Code 10)
6. Ensure program placement goals are met by ensuring high quality and responsive relationships with program participants and employers/community partners.
7. Identify appropriate participant and business employment matches.
8. Support participant success by providing, creating and implementing job readiness services to participants, including communicating employer expectations, appropriate workplace behavior, and interview preparation.
9. Conduct work site analyses, job analyses, and other matters related to creating successful employment opportunities and placements for participants/clients.
10. In conjunction with participants' County Human Services Department staff, provide supportive wrap around career counseling and case management support as needed.
11. Conduct interviews to assess strengths, challenges and goals of participants/clients.
12. Provide information and referrals to clients as appropriate regarding safety-net services (health and human services).
13. Maintain close and clear communication with team members and supervisor re: outcomes attainment.
14. Set-up and organize client files and write administrative and progress reports regarding participant achievement and employer satisfaction; perform related data entry and contribute to required reports.
15. Participate in agency wide meetings and trainings.
16. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants.

Employment Placement Specialist

17. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants.
18. Operation of office machines including computer work station.
19. Other duties as assigned.

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Job Developer

1. Seek out and communicate with local employers for job leads and to develop community based work for CAB SmartHIRE participants/clients.
2. Work in conjunction with other CAB SmartHIRE Job Developers/Business Representatives and County CalWORKs staff to identify appropriate participant and business employment matches.
3. Meet with CAB program staff and other partner agencies concerning work site analyses, job analyses, placements and other matters related to creating successful employment for participants/clients.
4. Write administrative and progress reports regarding employer satisfaction and client progress.
5. Operation of office machines including computer work station.
6. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
7. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
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Date

Job Developer/Employment Case Manager

1. Ensure program placement goals are met by building relationships with local employers for job leads and to develop community based work for CAB SmartHIRE participants/clients.
2. Ensure program placement goals are met by ensuring high quality and responsive relationships with program participants, walk ins, and community partners.
3. Work in conjunction with other CAB SmartHIRE Job Developers/Business Representatives and County CalWORKs staff to identify appropriate participant and business employment matches.
4. Support participant success by providing, creating and implementing job readiness services to participants, including communicating employer expectations, appropriate workplace behavior, and interview practice and preparation.
5. Meet with CAB program staff and other partner agencies concerning work site analyses, job analyses, placements and other matters related to creating successful employment for participants/clients.
6. As needed, provide supportive wrap around career counseling and conduct interviews to assess strengths and weaknesses of participants/clients.
7. Provide information and referrals to clients as appropriate regarding safety-net services (health and human services).
8. Write administrative and progress reports regarding participant/client achievement and conduct program related data entry.
9. Operation of office machines including computer work station.
10. Participate in agency wide meetings and trainings.
11. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
12. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
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Job Developer/Employment Case Manager – cont'd.

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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Date

Job Developer/Employment Specialist

1. Seek out and communicate with local employers for job leads and to develop community based work for CAB SmartHIRE participants/clients.
2. Work in conjunction with other CAB SmartHIRE Job Developers/Business Representatives and County CalWORKs staff to identify appropriate participant and business employment matches.
3. Meet with CAB program staff and other partner agencies concerning work site analyses, job analyses, placements and other matters related to creating successful employment for participants/clients.
4. Write administrative and progress reports regarding employer satisfaction and client progress.
5. Operation of office machines including computer work station.
6. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
7. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
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JTMP/Case Manager

1. Work with Job Training and Mentorship Program (JTMP) clients to build skills and competency in obtaining and retaining employment.
2. Facilitate job-training workshops.
3. Place job-ready young people in employment.
4. Provide ongoing case management, support and mentorship to youth before and after job placement to ensure job retention and to address problems as they arise.
5. Conduct advocacy and outreach with schools, community services, employers, and Probation.
6. Track all JTMP program objectives, client information and outcomes.
7. Prepare JTMP programmatic reports on a quarterly basis.
8. Work effectively as a team member with Alcance, CAB, and agency program partners.
9. As directed, assist with other administrative duties and Alcance program components.
10. Assist in maintenance of records, files, and complete regular reports on successes and challenges in job development and placement.
11. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
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)
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Date

MOST/WWP/EC Crew Substitute

1. Supports the Crew Supervisor with supervision and instruction up to 10 adult or youth crew participants in a crew work environment. Also provides job readiness services.
2. Shares driving of crew to and from project sites; maintains the van and all project equipment; keeps an inventory of all materials and equipment used daily.
3. Assists in preparing materials, snacks and equipment for daily crew operation.
4. Assists in purchasing materials and renting equipment as necessary.
5. Provides crewmembers with instruction on tool and equipment operation, safety procedures, and workflow.
6. Informally works with crewmembers to determine their interest areas and other information related to their career decisions.
7. Performs administrative tasks related to the daily operations of the work crew, including the compilation of daily client notes, tracking attendance, preparing client stipend requests and assisting in the periodic evaluation of client work performance.
8. Follows all CAB, Alcance and special project policies and procedures.
9. Coordinates with other project partners as assigned.
10. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
11. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
12. Coordinates Medi-Cal covered health services for a client. (6)
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Program Director

1. General

- A. Responsible for recruiting, supervising and training staff and volunteers.
- B. Able to formulate and manage program budget.
- C. Responsible for participating in obtaining funds/grants.
- D. Responsible for ensuring the satisfactory execution of contracts.
- E. Able to collect, maintain and prepare program and financial reports.
- F. Able to oversee and perform outreach, public relations, advocacy and education to promote goals of the program and work cooperatively with community private and public sector partners.
- G. Must possess excellent organizational and communication skills
- H. Ability to deal with delicate and confidential matters.
- I. Be dedicated to the mission of ALCANCE and CAB.
- J. Responsible for coordinating/integrating ALCANCE activities with others in CAB.

2. Program Services

- A. Oversee the operation of on-going program services, projects, and activities, including the following:
 - i. Work component – Oversee the teaching, motivating, and supervising of groups of adult as well as juvenile offenders and at-risk youth in work crew, individual placement and workshop situations. Ensure that the crews follow safe work practices and properly use and care for hand tools.
 - ii. Mentorship/job Development Component – Oversee the interviewing of youth from various backgrounds, and the assessment of their employment skills and occupational goals as well as the development of meaningful employment plans and opportunities. Oversee the case management provided to the youth and adults. Oversee development of meaningful employment opportunities for high-risk juvenile and adult offenders. Ensure that participants are reaching their goals and potential.
- B. Design systems for and oversee the implementation of new program services, projects, and activities as needed.
- C. Coordinate and oversee activities for contract based projects within the framework of the mission statement, contractual policies, procedures, guidelines and budgets.
- D. Provide maintenance of accurate documentation of program activities.
- E. Arrange for and/or conduct training of staff, interns, and youth.
- F. Provide direct client services as needed in regards to ALCANCE services as well as information and referral to safety net health and human services.

3. Fiscal Operations

- A. Prepare budgets and maintain fiscal records. Evaluate financial reports & recommend budget modifications.
- B. Oversee the proper and timely preparation and submittal of check requests and staff time sheets.
- C. Identify & develop new funding through such actions as grant writing & fund-raising.
- D. Interface with funding source contacts; attend meetings, workshops, etc. as needed.

Program Director – cont'd.

4. Reporting

- A. Oversee the maintenance of program activity statistics and the ALCANCE database.
- B. Prepare monthly/quarterly/annual reports. Prepare materials for annual report and audit.

5. Outreach, Public Relations, Advocacy, Education

- A. Oversee and/or establish outreach contacts with related agencies, groups, businesses and individuals.
- B. Produce and/or organize educational materials, PSA's and press releases.
- C. Represent the program to agency staff and directors, as well as the public.

6. General Program Administration

- A. Coordinate and oversee daily operations,
- B. Oversee managerial and administrative responsibilities associated with hiring/supervision/training of staff.
- C. Oversee and/or maintain ALCANCE facilities in a neat manner.
- D. Provide correspondence.
- E. Monitor and/or manage utilities/telephone/office equipment/services and supplies as well as computer s software/hardware.
- F. Prepare, process, and maintain confidential personnel records.
- G. See to the design, production and maintenance of program forms, displays and outreach materials.

7. Medi-Cal Administrative Activities

- A. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
- B. Coordinates Medi-Cal covered health services for a client. (6)
- C. Assists individuals and families with aspects of the Medi-Cal application process. (8)
- D. 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)
- E. Attends training related to the performance of MAA. (20)

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Date

Temporary Program Director

1. General:

- A. Responsible for the implementation of the employment programs and strategic planning for program and service delivery growth.
- B. Responsible for recruiting, supervising and training staff and volunteers.
- C. Supervises and mentors program coordinators.
- D. Formulates, manages, and monitors program budget.
- E. Creates and implements a Fund Development Plan including revenue creation and participates in obtaining funds/grants that will ensure growth and expansion of service delivery.
- F. Ensures the satisfactory execution of contracts and ensures contract goals are met including building and reinforcing community relationships.
- G. Collects, maintains and prepares program and financial reports.
- H. Oversees and performs outreach, public relations, advocacy and education to promote goals of the program and works cooperatively with community, private, and public sector partners. Deals appropriately with delicate and confidential matters.
- I. Dedicated to the mission of CAB and Alcance.
- J. Responsible for coordinating/integrating Alcance activities with overall CAB programs.

2. Program Services

- A. Oversees the operation of on-going program services, projects, and activities. Ensures that service delivery is based on research based practices and performance based outcomes and maximizes the opportunity to integrate or bundle services with other CAB programs. Monitors contract compliance and program goal attainment. Oversees all Alcance program components:
 - i. Work Crews Component – Oversees the teaching, motivating, and supervising of groups of adult as well as juvenile offenders and at-risk youth in work crew, individual placement and workshop situations. Ensures that the crews follow safe work practices and properly use and care for all tools and equipment.
 - ii. Employment Component – Oversees the case management of participants from various backgrounds, the assessment of their employment skills and occupational goals, as well as the development of meaningful employment plans and opportunities. Oversees development of meaningful employment opportunities for underserved and/or adjudicated youth and adults. Ensures that participants are reaching their goals and potential.
 - iii. Leadership Component: Oversees the development and implementation of the leadership component through best practices, assessment and creation of goals focused on youth and the reentry community.
 - iv. Education Component: Oversees services and ensures that educational goals are integrated and supported through accessibility, mentorship, and increased capacity.
- B. Designs systems for and oversees the implementation of new program services, projects, and activities as needed along with safety first protocols.

Temporary Program Director – cont'd.

- C. Coordinates and oversees activities for contract based projects within the framework of the mission statement, contractual policies, procedures, guidelines and budgets.
- D. Ensures contract compliance for all program funding sources and monitors program outcomes. Maintains accurate documentation of program activities including Medical Administrative Activities (MAA billing).
- E. Arranges for and/or conducts training of staff, interns, and clients including implementation of consistent program staff meetings and participation in agency staff meetings and activities.
- F. Provides direct client services as needed in regards to Alcance services as well as information and referral to safety net health and human services. (Medi-Cal related outreach – 4)
- G. Responsible for the development of emerging program initiatives, including but not limited to Youth Violence Prevention, Jail to Jobs, and other Reentry services.

3. Fiscal Operations

- A. Prepares budgets, monitors, and maintains fiscal records. Evaluates financial reports and recommends budget modifications.
- B. Oversees the proper and timely preparation and submittal of check requests, staff time sheets and MAA time surveys.
- C. Creates and implement a Fund Development Plan, identifies and develops new funding through such actions as grant writing, network building, & fund-raising. Expands revenue generating activities to support fund development.
- D. Interfaces with funding source contacts, attends meetings, represents CAB as part of county wide initiatives or workshops as needed.

4. Reporting

- A. Oversees the maintenance of program activity statistics and the Alcance database(s).
- B. Prepares monthly/quarterly/annual reports. Prepares materials for annual report and audit.
- C. Ensures monthly board reports are completed and submitted on a timely basis.

5. Outreach, Public Relations, Advocacy, Education

- A. Oversees and/or establishes outreach contacts with related agencies, groups, businesses and individuals to ensure program goals are met.
- B. Produces and/or organizes educational materials, PSA's and press releases.
- C. Represents the program to agency staff and directors as well as the public.

6. Overall CAB Leadership

- A. Participates in the CAB Leadership team, supports overall agency mission, vision, and core values.
- B. Supports agency events, activities, and meetings; ensures program is represented in community, local, and state networks, as needed.
- C. Mentors and provides leadership development to Alcance employees.

Temporary Program Director – cont’d.

7. Medi-Cal Administrative Activities

- A. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
- B. Coordinates Medi-Cal covered health services for a client. (6)
- C. Assists individuals and families with aspects of the Medi-Cal application process. (8)
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- E. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

WWP Assistant Crew Supervisor

1. Support the Crew Supervisor with supervision and instruction of up to 10 youth participants in trail maintenance, weed abatement, litter abatement, erosion control, habitat restoration, and various other labor projects at various sites throughout Santa Cruz County.
2. Implement specific work projects in coordination with County Public Works Departments.
3. Actively participate as a representative of ALCANCE with various collaborating agencies in Santa Cruz County. Participants will be referred primarily by Santa Cruz County Juvenile Probation Department.
4. Projects may call for: use of hand tools, light carpentry, and other related technical skills.
5. Share driving of crew to and from project sites; maintains the van and all project equipment; keep an inventory of all materials and equipment used daily.
6. Assist with purchase of materials and rental of equipment, as needed.
7. Assist with the preparation of daily materials, snacks, equipment required for crew operations.
8. Maintain attendance and performance records and daily project reports.
9. Conduct weekly crew safety trainings and other duties as delegated by the Crew Supervisor/Projects Coordinator.
10. Provide health and Medi-Cal outreach, information, referral, eligibility, access assistance, planning and MAA coordination activities.
11. Maintain a safe working environment for participants, staff and the public.
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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Date

WWP Crew Supervisor

1. Coordinate, supervise and instruct up to 10 youth participants in trail maintenance, weed abatement, litter abatement, erosion control, habitat restoration, and various other labor projects at various sites throughout Santa Cruz County.
2. Plan and develop specific work projects and coordination of projects with County Public Works Departments.
3. Actively participate as a representative of ALCANCE with various collaborating agencies in Santa Cruz County. Participants will be referred primarily by Santa Cruz County Juvenile Probation Department.
4. Projects may call for: use of hand tools, light carpentry, and other related technical skills.
5. Drive crew vehicle to project sites.
6. Purchase materials and rent equipment, as needed.
7. Maintain and inventory project equipment, materials and vehicles.
8. Maintain attendance and performance records and daily project reports.
9. Plan and coordinate participant recruitment activities.
10. Perform ongoing administrative duties as required by Program Director, including data collection and data entry.
11. Track all program objectives, client information and outcomes.
12. Communicate weekly with participants and other stakeholders (including Probation and Public Works) regarding program operation and attendance.
13. Prepare quarterly programmatic reports.
14. Provide health and Medi-Cal outreach, information, referral, eligibility, access assistance, planning and MAA coordination activities.
15. Oversee weekly crew safety trainings, and maintain a safe working environment for participants, staff and the public.
17. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)

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WWP Crew Supervisor – cont'd.

18. Coordinates Medi-Cal covered health services for a client. (6)
19. Assists individuals and families with aspects of the Medi-Cal application process. (8)
20. 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)
21. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date