

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. Conduct assessments for specific clients within the collaborative. (6)
4. Convene and facilitate regular collaborative meetings for case coordination and outcomes monitoring. (6)
5. Provide leadership within the collaborative to ensure clients are “navigated” through the collaborative and external services to ensure successful outcomes. (6)
6. Create and maintain data/outcomes tracking systems and produce regular reports for collaborative members, funders, etc. (6)
7. Provide direct client assistance including limited case management, application processes, eligibility requirements, reporting, and client services including information and referral. (8)
8. Responsible for coordinating collaborative meetings and trainings. (15, 17)
9. Assist in seeking out additional funding sources and maintain relationships with local funding source personnel and other service providers. (15, 17)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
11. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)