

Operations Manager

1. Respond to requests and information about the Day Worker Center by all modes: social media email, in person, and phone inquiries. (4)
2. Interface with customers and clients including but not limited to employers, day workers, volunteers and neighbors. (4)
3. Assist with volunteer recruitment and supervision to ensure goals are met.
4. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
9. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)