

Program Manager

1. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
2. Actively engages in community planning and county initiatives ensuring agency presence. (4)
3. Coordinates Medi-Cal covered health services for a client. (6)
4. Coordinates and monitors transportation, if client has a physical or mental limitation. (6)
5. Assists individuals and families with aspects of the Medi-Cal application process. (8)
6. Responsible for monitoring and staying within assigned and approved budget. Communicates with FRC Program Director about any significant shifts and makes recommendations for future planning as appropriate. (15, 17)
7. Participates in collaborative planning across the FRC Collective. (15, 17)
8. Develops strategic plans, sets objectives based on goals, mission and values, gathers input and knowledge of others, adjusts and monitors plans in coordination with FRC Program Director to ensure responsive programming to the changing community needs. (15, 17)
9. Participates in the renewal and acquisition of new foundation grants and government contracts by providing reports, writing proposals, letters, and other communications in coordination with the FRC Program Director. (15, 17)
10. Assists with development and implementation of new projects and/or events. (15, 17)
11. 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)
12. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
14. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)