

**Manager\***

1. Attend and facilitate staff meetings regarding clients to identify needs, referral resources and protocols for service referrals. (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination)
2. Provide outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Families Together. (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination)
3. Assist staff in providing information to clients about Medi-Cal services and eligibility and directing clients to Medi-Cal Eligibility Workers for eligibility determination. (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination)
4. Coordinate Medi-Cal covered health services for a client. (6 – Health related Referral, Monitoring and Coordination)
5. Oversee and may assist with the Medi-Cal application process. (8- Medi-Cal application)
6. Prepare reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15 & 17 – Health related Program Planning and Policy Development)
7. Collaborate with others and prepare proposals for expansion and enhancement of health and Medi-Cal services. (15 & 17 – Health related Program Planning and Policy Development)
8. Work with County and community agencies to identify gaps in services and plan for new and enhanced health services for families in need of such services. (15 & 17 – Health related Program Planning and Policy Development)
9. Conduct long-term planning, quality assurance, community needs assessment, and program evaluation activities as they relate to fiscal operations, service delivery and Strategic Plan budget projections. (15 & 17 – Health related Program Planning and Policy Development)
10. Provide and attend in-services and staff development activities. (15 & 17 – Health related Program Planning and Policy Development)
11. Assist to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19 – MAA Coordinator)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19 – MAA Coordinator) (20 – MAA Training)
13. Attend training related to the performance of MAA (19 – MAA Coordinator) (20 – MAA Training)

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Employee Signature (Please sign in blue ink)

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Date

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Employee Name (Printed)