

Program Coordinator

1. Develop program materials, including educational materials for training and outreach purposes. (4 – Health related Outreach)
2. Reviews program materials for accuracy and appropriateness. (4 – Health related Outreach)
3. Represent program on community boards. (4 – Health related Outreach)
4. Make public presentations to groups of up to several hundred individuals. (4 – Health related Outreach)
5. Work with County departments and agencies, private agencies and community groups to coordinate programs and to promote communication and cooperation. (4 – Health related Outreach)
6. Assist in developing plans, policies and procedures to meet the needs of County programs. (15 & 17 - Health related Program Planning and Policy Development)
7. May gather and provide information for grant proposals, monitor grants and assist in budget preparation. (15 & 17 - Health related Program Planning and Policy Development)
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)