

Advocate

1. In rotation with other staff, greets clients over the phone and in person, assesses their needs, and provides them with information and/or referral to any relevant services; maintains a database of current community resources and services. (4)
2. Assists with all aspects of community events hosted by the Center. (4)
3. Performs outreach to raise program visibility in the community represents the program at events, distributes informational material, and maintains contact with other relevant organizations and government bodies. (4)
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. Works with clients to assess their strengths and needs, helps them to develop goals, and then supports and follows-up on their progress. (6)
7. Works with a defined caseload of clients to assess, plan, implement, coordinate, monitor, and evaluate the options and services required to meet the client's health and human service needs. (6)
8. Participates in multi-disciplinary teams to coordinate client services. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Arranges transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
11. Helps clients obtain, complete, and submit applications and forms for a variety of services, including housing, health insurance, education, employment, and others. (8)
12. Follows up on referrals and applications as necessary. (8)
13. 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)
14. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
15. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)