

On-Site Manager

1. Provides health, Medi-Cal and other program information to clients and directs clients (including Medi-Cal enrolled) to services and eligibility offices. (4)
2. Coordinates Medi-Cal covered health services for a client. (6)
3. May assist clients with the Medi-Cal application process. (8)
4. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
5. 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)
6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
7. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)