

Program Coordinator/Work Experience Crew Leader

1. Coordinate, supervise and instruct participants by providing work experience and employment development to help build work skills and community connections as well as housing/shelter and other social/economic stability supports. (6 – Health related Referral, Monitoring and Coordination)
2. Provide and oversee direct client assistance including limited case management, application processes, eligibility requirements, reporting, and client services including information and referral. (6 – Health related Referral, Monitoring and Coordination) (8 – Medi-Cal Application)
3. Motivate high-risk individuals in reaching their goals and potential. Plan weekly orientation and celebration activities. (6 – Health related Referral, Monitoring and Coordination)
4. Provide health, Medi-Cal and CalFRESH outreach, information, referral, eligibility, and access assistance. (6 – Health related Referral, Monitoring and Coordination) (8 – Medi-Cal Application)
5. Provide program planning, administration and implementation including outreach and working with partners. (15 & 17 Health related Program Planning and Policy Development)
6. Actively participate in relevant internal and external agency and/or partner meetings. (15 & 17 Health related Program Planning and Policy Development)
7. Work collaboratively with City of Watsonville partners and other local services agencies. (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)