

Health Program Specialist

1. Develops and facilitates the presentation of a wide variety of health information programs to community groups and organizations, including Medi-Cal coverage. (4 - Health related Outreach)
2. Plans and implements outreach activities by evaluating and developing educational health information programs, meetings and speaker's bureau. (4 - Health related Outreach)
3. Maintains resource directories. (4 - Health related Outreach)
4. Writes letters, newsletters, agendas, bulletins and brochures. (4 - Health related Outreach)
5. Assist in the research and preparation of reports, grant proposals and budgets. (12,13 – Contract Administration)
6. Evaluates the effectiveness of program information and methods. (15,17 – Health related Program Planning and Policy Development)
7. Maintains liaison between the Health Services Agency and other private or public agencies, professional groups and health care providers to present health information programs to the community and community organizations (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)