

Program Director

1. Oversee and/or establish outreach contacts with related agencies, groups, businesses and individuals. (4)
2. Produce and/or organize educational materials, PSA's and press releases. (4)
3. Represent the program to agency staff and directors, as well as the public. (4)
4. See to the design, production and maintenance of program forms, displays and outreach materials. (4)
5. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
6. Provide direct client services as needed in regard to ALCANCE services as well as information and referral to safety net health and human services. (4,6)
7. Coordinates Medi-Cal covered health services for a client. (6)
8. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
9. Oversee the case management provided to the youth and adults. (6- if related to MAA)
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
11. Able to oversee and perform outreach, public relations, advocacy and education to promote goals of the program and work cooperatively with community private and public sector partners. (15,17)
12. Design systems for and oversee the implementation of new program services, projects, and activities as needed. (15,17)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)