

60 Plus Program Coordinator

1. Coordination of 60Plus events throughout the year. (4 – Health related Outreach)
2. Positive attitude, where no project is too big or too small and no problem is above or beneath you — not afraid to roll up your sleeves and get your hands dirty (sometimes literally). (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination) (8 – Medi-Cal application) (15 & 17 Health related Program Planning and Development)
3. Five bimonthly luncheon socials (summer hiatus) with educational, informational or entertainment programs following lunch. (4 – Health related Outreach)
4. Oversee six Senior Women’s Socials in alternate months between the luncheons. (4 – Health related Outreach)
5. Oversee six Senior Men’s Socials in alternate months between the luncheons. (4 – Health related Outreach)
6. Respond to all phone and email requests for senior information and referral assistance. (4 – Health related Outreach), (6 – Health related Referral, Monitoring and Coordination)
7. Oversee social media outreach to isolated LGBTQ seniors. (4 – Health related Outreach)
8. Work with TDC website point person to update all senior web site pages and resources. (4 – Health related Outreach)
9. Promote 60+ events through mailings, social media, etc. (4 – Health related Outreach)
10. Represent The Diversity Center & the 60 Plus Senior Program at least 3 times per year at Senior Roundtable meetings. (4 – Health related Outreach)
11. Advocate for LGBTQ+ elders at city council meetings and other community events. (15,17 – Health related Program Planning and Development)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)