

Program Coordinator/Immigrant Family Sustainability Coordinator

1. Recruit, register, and organize day laborers through planned outreach efforts including in front of informal job seeking sites weekly. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Provide outreach, information, referrals, and immigration legal services. (6)
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. Coordinates Medi-Cal covered health services for a client. (6)
6. Assists individuals and families with aspects of the Medi-Cal application process. (8)
7. Serve as a coach, guide and role model to day worker volunteers assisting with day to day operations and increase day worker participation, qualitatively and quantitatively. (15, 17)
8. Assists with the administrative aspects of the MAA claiming process. (19)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
10. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)