

### **Citizenship Services Coordinator**

1. Provide general information concerning immigration programs and procedures. (4)
2. Assist in community outreach. (4)
3. Provide safety net information and referral services to SCCIP clients. (4,6)
4. Provides information to high risk, high need populations to provide information about services offered by Medi-Cal and directs clients to application and eligibility staff for eligibility determination. (4)
5. Refers Medi-Cal eligible individuals and families directly to provider services. (6)
6. Participate in tracking clients' progress and office and phone contacts. (6)
7. Monitor and coordinate transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Develop strategies to reach citizenship goals and objectives. (15,17)
11. Develop innovative approaches to generate increased citizenship applications and services. (15,17)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

---

Participant Signature (Please sign in blue ink)

---

Date

---

Participant Name (Printed)