

Program Assistant

1. Provides outreach and assistance to the community and service providers regarding Medi-Cal and other services offered by Encompass. (4)
2. Assists staff in providing information to Encompass clients about Medi-Cal services and eligibility and directing clients to Medi-Cal Eligibility Workers for eligibility determination. (4)
3. Coordinates Medi-Cal covered health services for a client. (6)
4. Oversees and may assist with the Medi-Cal application process. (8)
5. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
6. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)