

Program Director

1. Oversee and perform outreach, public relations, advocacy and education to promote goals of the program. (4)
2. Work cooperatively with community, private and public sector partners. (4)
3. Publicize and promote the activities of the program, its goals and programs. (4)
4. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Carry out the mission of the Day Worker Center and CAB through a long term, sustainable strategy. (15,17)
9. Provide staffing for the Comité de Jornaleros as well as develop an infrastructure for members of the Comité to actively participate as policy makers to enhance the mission and growth of the program. (15,17)
10. Responsible for overall (short and long term) fund development planning and execution including fund raising, grant writing (private foundations & government grants), special events, & individual donations. (15,17)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)