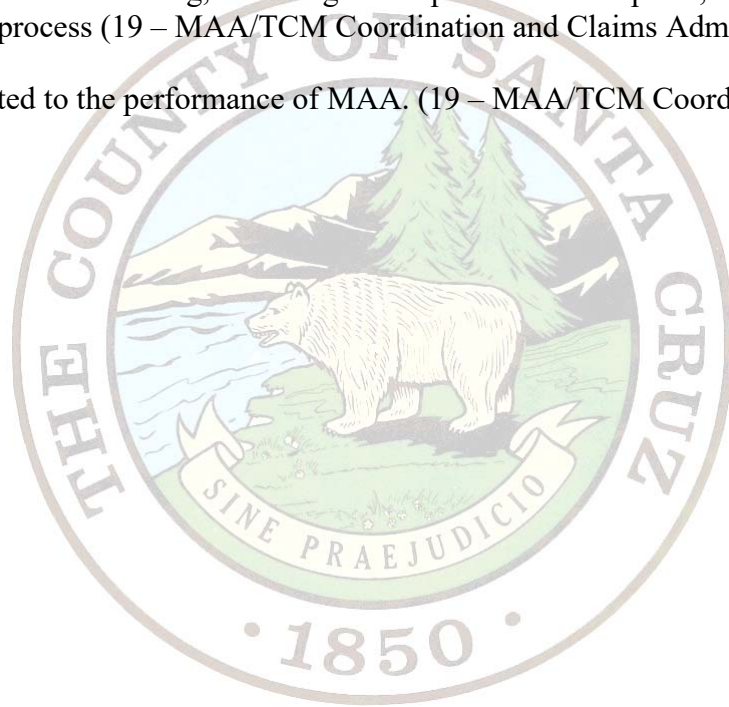


### **Program Director**

1. Provide information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4 – Health related Outreach)
2. Serve as a principal community relations representative providing strong visibility and a favorable image of the MCR. (4 – Health related Outreach)
3. Identify and coordinate training needs (including Medi-Cal-related & Medi-Cal health insurance assistance). (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
4. Coordinate Medi-Cal covered health services for a client. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
5. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services, to meet their identified needs. (6 – Referral, Coordination and Monitoring of Medi-Cal Services)
6. Develop public relations materials and creates promotional opportunities which will promote and enhance MCR services with the media, community organizations, the business sector, government and the general public. (4 – Health related Outreach) (15 & 17 – Health related Program Planning and Policy Development)
7. Develop goals and objectives for the public relations, public education and communications activities. (15 & 17 – Health related Program Planning and Policy Development)
8. Prepare proposals for expansion and enhancement of health and Medi-Cal services to clients and families, based on intra and interagency coordination and collaboration. (15 & 17 – Health related Program Planning and Policy Development)
9. Develop and integrate new programs into agency governance structure and service delivery system. (15 & 17 – Health related Program Planning and Policy Development)
10. Responsible for implementation and oversight of program(s) evaluation and, outcome studies. Including collection of demographic and qualitative data relevant to program goals and objectives. (15 & 17 – Health related Program Planning and Policy Development)
11. Monitor outcomes and evaluation of services, and new program development. (15 & 17 – Health related Program Planning and Policy Development)
12. Work with CEO on efforts towards program planning, development, implementation and sustainability. (15 & 17 – Health related Program Planning and Policy Development)

**Program Director (Continued)**

- 13. Solicit information, recommendations and assistance on ways to improve the effectiveness of the MCR programs and operations. (15 & 17 – Health related Program Planning and Policy Development)
- 14. Participate in statewide and local planning and advocacy efforts aimed at maintaining and/or developing and/or expanding family services as appropriate and directed. (15 & 17 – Health related Program Planning and Policy Development)
- 15. Assist to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process (19 – MAA/TCM Coordination and Claims Administration)
- 16. Attend training related to the performance of MAA. (19 – MAA/TCM Coordination and Claims Administration)



\_\_\_\_\_  
Employee Signature (Please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)