

### **North Coast Teen Center Coordinator**

1. Oversee and perform outreach, public relations, advocacy and education to promote goals of the program and the recruit youth participants. (4)
2. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (4, 8)
3. 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. Refers Medi-Cal eligible individuals and families directly to provider services. (4)
4. Coordinate, conduct and oversee North Coast Teen Program services. (6)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Arranges transportation if client has a physical or mental limitation. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Research, write and apply for funding grants and opportunities. (15, 17)
9. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
10. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)