

Assistant Program Director

1. Responsible for the planning and implementation of outreach and educational workshops and activities provided either in the office or in community settings. (4)
2. Provides supervision and capacity building for staff, interns, and volunteers in the areas of immigration supports, outcome compliance, and case management. (15,17)
3. Design and revise immigration services, educational curricula and policies, ensuring all services are based on best practices and are culturally competent service delivery and in conjunction with coworkers/partners and the Program Director (15,17)
4. Communicate with project partners, in conjunction with the Program Director, and other community members/organizations about program activities and objectives. (15,17)
5. Monitor program/staff compliance with all CAB policies, procedures and safe work practices. (6)
6. 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)
7. Coordinates Medi-Cal covered health services for a client. (6)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
10. Prepares 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)
11. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
13. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)