

Program Specialist

1. Coordinate outreach and referrals to public benefits such as CalFresh and Medi-Cal. (4).
2. Provide information and referral and outreach services. (4,6)
3. Provide case management services for identified populations as directed and supported by the Assistant Director. (6)
4. Translate written documents from Spanish to English and from English to Spanish. (4,6,8)
5. Complete applications for various immigration programs in coordination with program legal staff. (8, if related to Medi-Cal)
6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
7. Attends training related to the performance of MAA. (20)

Participant Signature (Please sign in blue ink)

Date

Participant Name (Printed)