

## **Newborn Enrollment Coordinator**

1. Establish and maintain effective, positive working relationships with staff in the hospitals and outside agencies. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Conduct outreach at community events. (4)
4. Assist with preparing outreach and education materials. (4)
5. Conduct brief screenings of families' basic needs. Provide information and referrals to community resources that will help promote the health and well-being of newborns and their families. (4)
6. Conduct outreach to families at Sutter, Dominican and Watsonville hospitals to identify newborns that are eligible for health insurance through local, county and state health insurance programs. (4, 8)
7. Participate in meetings and trainings pertaining to health care outreach and enrollment. (4, 8)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Enroll, or provide assistance with enrolling or re-enrolling, eligible children ages 0-5 in appropriate health insurance programs (8) and CalFresh, as appropriate.
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
11. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. 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)