

Peer Navigator Program Coordinator

1. Develop and implement a comprehensive outreach plan and recruitment efforts to reach our target population and engage them in services. (4)
2. Manage all incoming participant referrals, eligibility screening, service assignment, and waitlist and maintain coordination tracking systems and processes. (6)
3. Align service network partners around a common approach, processes, practices, quality standards, and tools for coordinated care as outlined in the Service Center Manual. (6)
4. Ensures service partner's work together to integrate care and facilitate the most appropriated delivery of services in a consistent and high-quality manner through a seamless service delivery system and a common set of standards of care. (6)
5. Research and development of policies, protocols, agreements, and procedures necessary to support collaboration and coordination among partners to enhance a holistic response to participant needs. (15,17)
6. Works collaboratively with the team to achieve initiative vision, goals, and outcomes. (15, 17)
7. Also, the Peer Navigator Program Director will assist the Probation Director, in deepening our collective knowledge of promising and best practices around integrated service models so that we can drive high impact work and achieve our outcomes. (15,17)
8. Lead, under the direction of the Probation Director, the development of the Peer service network strategy- a comprehensive, holistic social support network for adults (15,17)
9. Create new and revise current systems, policies, processes to facilitate service coordination such as shared referral, intake, assessment, care plan, service tracking, data entry, communication, etc. to ensure adults are moving through a continuum of services and community connections. (6,15,17)
10. Serve as liaison to service partners and work to identify gaps in services and develop solutions to reduce barriers to collaboration by providing technical support and troubleshooting as necessary. (15,17)
11. Lead and coordinate professional development, capacity building, and learning opportunities among service network partners. (15,17)

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- 12. Explore new and expand current partnerships that can address identified emerging participant needs and service network gaps. (15,17)
- 13. Support the Probation Director, Community Builder/Planner, and service partners to develop and establish process and outcome evaluation frameworks, methods, and implementation plans for the service sector areas. (15,17)
- 14. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
- 15. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)