

### **Program Coordinator**

1. Responsible for internal and external operational/administrative liaison, program marketing, and reporting of Sobriety Works program implementation within and among local county agencies and community stakeholders. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Provides community outreach and marketing of our services. (4)
4. Interacts with local community partners. (4)
5. Conducts case management including screening, assessment, intake and orientation processes for Intensive Outpatient and Day Treatment clients. (6)
6. Coordinates Medi-Cal covered health services for a client. (6)
7. Produces accurate documentation of clinical records and complete associated paperwork in a timely manner for internal purposes, as well as providing documentation required by sources external to the agency. (6)
8. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Revises our Policies and Procedures Manual and aiding in the implementation of Drug Medi-Cal protocols. (15, 17)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)