

### Director of Immigration Services

1. Provide direct client services as needed including immigrant legal assistance and information and referral (regarding health and human services). (4)
2. Responsible for ongoing outreach, education, and advocacy relevant to immigration issues. (4)
3. Prepare informational, educational, and advocacy materials and coordinate their dissemination. (4)
4. Direct and conduct community outreach and publicity efforts on behalf of the immigrant population. (4)
5. 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)
6. Coordinates Medi-Cal covered health services for a client. (6)
7. Coordinate activities with other service provider. (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. Design systems for, coordinate program activities for, and oversee implementation of, program services - including contractual policies and compliance, procedures, guidelines, budgets, plans, and projects. (15,17)
11. Coordinate ongoing and long-range program planning to ensure flexibility and responsiveness to the community. (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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Participant Signature (Please sign in blue ink)

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Date

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Participant Name (Printed)