

Administrative Director

1. Represents NLCS in networking, public relations, and liaison with the Executive Director, the Financial Director, as well as the Financial Committee of the NLCS Board of Directors. (4)
2. Coordinates marketing with printed materials (brochures) email (Constant Contact), website. (4)
3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
4. Develops relationships in the community to enhance New Life Community Services. (4,15,17)
5. Coordinates Medi-Cal covered health services for a client. (6)
6. Assists individuals and families with aspects of the Medi-Cal application process. (8)
7. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15,17)
8. Works with the Executive Director to develop new programs for clients and Employee Assistance Programs. (15,17)
9. As MAA Coordinator, maintain communication with County MAA staff and assist with administrative aspects of the MAA claiming process. (19)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
11. Attends training related to the performance of MAA. (19)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)