

Outreach Specialist

1. Conducts weekly check-in with Outreach Manager and provides general descriptions of weekly activities and programs. (6)
2. Maintains accurate and comprehensive client records. (6)
3. Provides health outreach, information and referral activities, in order to ensure the health and well-being of the youth population we serve. (4)
4. Knowledgeable information about basic health and Medi-Cal benefit information. (4)
5. Outreach activities may include information about local health and Medi- Cal services that will benefit individuals and families in order to allow them to lead healthy and productive lives. (4)
6. Explain benefits derived from accessing local health, mental health and substance abuse services, encourage/assist individuals/families to utilize these services. (4)
7. Provides information to individuals and families about Medi-Cal eligibility and programs and directs to Medi-Cal covered services. (4)
8. Coordinating Medi-Cal covered health services for a client. (6)
9. Coordinate and monitor transportation for clients, including Medi-Cal enrolled, to Medi-Cal covered health services to meet their identified needs. (6)
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
11. Attends weekly staff meetings, trainings sessions as directed. (20 – if related to MAA)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
13. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)