

Advocate

1. Responsible for the overall operation and administration of Mountain Community Resources (MCR).
2. Assesses and develops facility for an appropriate, family/child environment/location.
3. Recruits, trains, evaluate and supervise MCR staff and contractors, ensuring a family- friendly environment are maintained in all programs and services. Provides personnel supervision and evaluation.
4. Promotes an environment conducive to full communication, participation, cooperation, and collaboration to maximize the MCR goals and objectives.
5. Coordinates schedules, activities, resources, and facility needs among the MCR partners and fosters a spirit of inter-agency collaboration.
6. Develops and integrates new programs into agency governance structure and service delivery system.
7. Responsible for implementation and oversight of program(s) evaluation and, outcome studies. Includes collection of demographic and qualitative data relevant to program goals and objectives.
8. Develops and monitors the program budget in collaboration with the Grants Manager.
9. Prepares a variety of periodic and special reports regarding program activities in a timely manner.
10. Researches and writes grant proposals and conducts fundraising campaign for MCR. Organizes and implements fundraising and donor events.
11. Works with all MCR governance structures based on the philosophy of collaborative decision-making involving all MCR partners.
12. Direct needs assessment as necessary.
13. With CEO, monitoring outcomes and evaluation of services, and new program development
14. Work with CEO on efforts towards program planning, development, implementation and sustainability.
15. Participate in outside meetings as required.
16. Coordinate with other MCR programs and service providers.
17. Identify and coordinate training needs (including Medi-cal-related & Medi-Cal health insurance assistance).

18. Direct Customer Satisfaction Survey.
19. Needs to be able to understand and work within the philosophy of Community Bridges' philosophy, policies and procedures.
20. As appropriate, seeks counsel and assistance from standing CB committees and key volunteers. Solicits information, recommendations and assistance on ways to improve the effectiveness of the MCR programs and operations.
21. Participates in statewide and local planning and advocacy efforts aimed at maintaining and/or developing and/or expanding family services as appropriate and directed.
22. Develops public relations materials and creates promotional opportunities which will promote and enhance MCR services with the media, community organizations, the business sector, government and the general public.
23. Serves as a principal community relations representative providing strong visibility and a favorable image of the MCR.
24. Develops goals and objectives for the public relations, public education and communications activities.
25. Drives a motor vehicle incidental to the performance of the work.
 1. Ability to exhibit an attitude of leadership, helpfulness, dignity and respect with staff.
 2. Develops and maintains effective working relationships with other agency staff members, and with representatives of funding sources and other in regular contact with the program.
 3. Exhibits cultural competency with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.
 4. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
 5. Coordinates Medi-Cal covered health services for a client. (6)
 6. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
 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. Assists to implement and oversee Medi-Cal Administrative Activities claiming process. (19)

2. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

3. Attends training related to the performance of MAA. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)