

North Coast Teen Center Coordinator

1. Coordinate, conduct and oversee North Coast Teen Program services.
2. Coordinate community volunteers to ensure adequate supervision/transportation of all North Coast Teen Program activities.
3. Lead year-round activities for teens including summer recreation programs, tutoring, social and emotional health activities, community service activities and others as identified.
4. Prepare check requests and oversee budget.
5. Collect, maintain and provide records for necessary reporting. Create reports as directed.
6. Oversee and perform outreach, public relations, advocacy and education to promote goals of the program and the recruit youth participants.
7. Attend related staff meetings, trainings and coalition meetings.
8. Provide transportation for teens in the center van to and from the teen center and associated activities.
9. Research, write and apply for funding grants and opportunities.
10. Coordinate teen participation in Davenport Resource Service Center special events, such as the Cinco de Mayo Celebration, La Posada and Dia de los Muertos.
11. Provide health and Medi-Cal outreach, information, referral, eligibility, and access assistance as needed by participants. (Medi-Cal related outreach, eligibility assistance – 4, 8)
12. 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)
13. Coordinates Medi-Cal covered health services for a client. (6)
14. Assists individuals and families with aspects of the Medi-Cal application process. (8)

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North Coast Teen Center Coordinator - cont'd.

15. 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)
16. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Program Administrative Assistant/Family Service Specialist

1. Responsible for supporting DRSC services to ensure contract compliance and program goals are met.
2. Responsible for providing promotor(a) services that include outreach and recruitment and building relationships with families, individuals and youth who reside at area ranches and residential areas.
3. Responsible for food distribution and food deliveries to area ranches and distribution of information to participants.
4. Responsible for maintaining excellent relations with the local community including families, school, businesses, and churches and with area foremen and ranch owners as needed.
5. Responsible for providing case management services for individuals, families, youth to ensure needs are addressed including information and referral to resources.
6. Responsible for the creation and implementation of participant case management plans that include direct goals, timelines and strategies for success.
7. Responsible for maintenance of computer files including data entry, correspondence, and reporting.
8. Provide strong customer service skills including answer phones; maintain records and files as needed and addressing participant needs.
9. Provide client assistance including form assistance, translation, advocacy, referrals, and transportation as needed.
10. Assist with other DRSC programs as needed and attend related meetings.
11. 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)
12. Coordinates Medi-Cal covered health services for a client. (6)
13. Assists individuals and families with aspects of the Medi-Cal application process. (8)

Program Administrative Assistant/Family Service Specialist

- 14. 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)

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

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Program/Administrative Assistant/Promotora

1. Responsible for supporting DRSC services to ensure contract compliance and program goals are met.
2. Responsible for providing promotor(a) services that include outreach and recruitment and building relationships with families, individuals and youth who reside at area ranches and residential areas.
3. Responsible for food distribution and food deliveries to area ranches and distribution of information to participants.
4. Responsible for maintaining excellent relations with the local community including families, school, businesses, and churches and with area foremen and ranch owners as needed.
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10. Assist with other DRSC programs as needed and attend related meetings.
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Program/Administrative Assistant/Promotora – cont'd.

14. 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)
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Employee Signature (please sign in blue ink)

Date

Program Coordinator

1. Answer phones and provide information and referral.
2. Maintains records, files, and prepares correspondence and reports.
3. Provide client assistance including form assistance, translation, advocacy, and information and referrals regarding health and human services. (Medi-Cal related outreach - 4)
4. Oversee program services for seniors, food distribution, First Five and Summer Lunch Program.
5. Attend related meetings and assume additional responsibilities as assigned.
6. Assist Program Director with outreach.
7. 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)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. 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)
11. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Program Director

1. Program Services

- a. Oversee and implement program services - including on and off site services.
- b. Coordinate program activities following contractual requirements and to ensure compliance.
- c. Monitor the needs of the North Coast, low-income community; re-evaluate and determine service needs. (Medi-Cal related planning – 15, 17)
- d. Provide administrative oversight to program services such as developing client service policies, maintaining and negotiating service contracts, and creating relationships with key service providers.
- e. Provide direct assistance to clients as needed including food distribution programs, support services, and information and referral about safety net services (social and health services). (Medi-Cal related outreach - 4)

2. Fiscal Operations

- a. Prepare budgets and maintain fiscal records.
- b. Evaluate financial reports and recommend budget modifications as needed.
- c. Prepare check requests; verify and sign staff time sheets; ensure timely submittal for processing.
- d. Identify and develop new sources of funding through such actions as grant writing & fund-raising.
- e. Follow procedures for receipt of cash generated through fee for service, donations, etc.

3. Reporting

- a. Ensure and provide accurate documentation of program activities.
- b. Prepare monthly/quarterly/annual reports to funding sources and grant request information.
- c. Prepare materials for annual report and audit.
- d. Maintain records and files.
- e. Organize and review DRSC staff report contributions.

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Program Director – cont'd.

4. Outreach, Public Relations, Advocacy, Education
 - a. Oversee and/or establish and maintain outreach contacts with related agencies, groups, businesses and individuals.
 - b. Produce and/or organize educational materials, PSA's and press releases.
 - c. Represent the Program to agency staff and directors, outside agencies, the media, and general public: attend meetings and workshops.
 - d. Oversee and/or establish a system of outreach to labor camps and isolated residents.

5. General Program Administration
 - a. Supervise and evaluate program staff.
 - b. Provide training for program staff.
 - c. Oversee and support Friends of DRSC
 - d. Oversee DRSC and contract staff who maintains the facility in a neat and orderly state.
 - e. Provide correspondence.
 - f. Oversee staff whose duties include managing utilities/telephone/office equipment/services and supplies.
 - g. Oversee staff to maintain and operate computer software/hardware.
 - h. Oversee and/or participate in general center duties.

6. Medi-Cal Administrative Activities
 - a. 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)
 - b. Coordinates Medi-Cal covered health services for a client. (6)
 - c. Assists individuals and families with aspects of the Medi-Cal application process. (8)
 - d. 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)
 - e. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
 - f. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date