

### **Program Director**

1. Develop Brochure and marketing strategy. (4)
2. Develop and Maintain referral resources. (4)
3. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
4. Coordinates Medi-Cal covered health services for a client. (6)
5. Assists clinical staff in developing effective treatment plans for their clients. (6)
6. Coordinate and monitor transportation if client has a physical or mental limitation to Medi-Cal covered health services to meet their identified needs. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Assists clinical staff in identifying ways in which they may evaluate and improve the quality of their services and in developing individualized plans for professional growth and development. (15, 17)
9. Encourages clinical staff to participate in continuous quality improvement activities designed improve the efficiency, effectiveness, and client satisfaction with treatment programs. (15, 17)
10. Review client feedback for suggestions on improving services. (15, 17)
11. 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)
12. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
14. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (Printed)