

LGA Name: \_\_\_\_\_

Name of Claiming Unit: \_\_\_\_\_ Date: \_\_\_\_\_

**DUTY STATEMENT**

Coordinator

**JOB DESCRIPTION**

Under the direction of the Public Health Program Manager, supervises assigned staff; provides creative leadership to coordinate community health improvement activities, agency and community relations, effective crisis communication, volunteer recruitment and support, and/or resource development for community health improvement projects; and to perform related work as required.

1. Coordinates outreach activities, including Medi-Cal outreach, with clients of Alcohol & Drug Programs, Rescue Mission, Jail, Juvenile Hall, STD Clinic, Public Health, and HOPE Van. Oversees and provides information to clients who are in high-risk populations about Medi-Cal. **(Code 4)**
2. Directs clients to Medi-Cal covered services to meet identified needs. Makes referrals and/or coordinates medical or physical examinations for necessary medical/dental/mental health evaluations. Provides follow up contact to ensure the client receives the prescribed medical/dental/mental health services covered by Medi-Cal. **(Code 6)**
3. Oversees and assists clients that are within high-risk populations with aspects of the Medi-Cal application and the Medi-Cal application process. **(Code 8)**
4. Oversees and arranges transportation for and, if necessary, accompanies Medi-Cal eligible clients to Medi-Cal covered services. **(Code 10)**
5. Administers contracts with service providers that serve only Medi-Cal eligible clients. Negotiates, reviews, tracks, and processes contracts with subcontractors from inception through execution. *Contract administration functions will be time surveyed to appropriate categories.* **(Code 12)**
6. Administers contracts with service providers that serve Medi-Cal and Non-Medi-Cal eligible clients. Negotiates, reviews, tracks, and process contracts with subcontractors from inception through execution. *Contract administration functions will be time surveyed to appropriate categories.* **(Code 13)**

7. Analyzes Medi-Cal data for planning purposes to close service gaps specific to Medi-Cal only clients. Develops strategies to assess or increase the capacity of medical/dental/mental health/chemical dependency counseling programs, including planning staff training to implement strategies. *Program Planning and Policy Development functions will be time surveyed to Code 16 when specific medical requirements require Skilled Professional Medical Personnel (SPMP) input and determination, such as infection control (The employee must also possess the necessary SPMP credentials).* **(Code 15) or (Code 16)**
  
8. Analyzes Medi-Cal data for planning purposes to close service gaps specific to Medi-Cal and Non Medi-Cal clients. Develops strategies to increase Medi-Cal system capacity and close Medi-Cal and Non Medi-Cal service gaps. Attends meetings with countywide agencies to coordinate health service agreements for low income families. *Program Planning and Policy Development functions will be time surveyed to Code 18 when specific medical requirements require Skilled Professional Medical Personnel (SPMP) input and determination, such as infection control (The employee must also possess the necessary SPMP credentials).* **(Code 17) or (Code 18)**
  
9. Drafts, revises, and submits MAA claiming plans. Administers LGA claiming, including overseeing, preparing, compiling, revising, and submitting MAA/TCM claims on an LGA-wide basis to the State. Attends training sessions, meetings, and conferences involving MAA/TCM. Trains LGA program and subcontractor staff on State, federal, and local requirements for MAA/TCM claiming. **(Code 19)**
  
10. Participates in MAA/TCM Time Survey Training. Provides MAA/TCM Time Survey Training to clinic staff. **(Code 20)**

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Employee Signature

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Date