

DUTY STATEMENT

LGA Name: County of ABC

Fiscal Year: 2025/2026

Name of Claiming Unit: Veterans Service Office

Veterans Outreach Coordinator

Under the general direction of the County Veterans Service Officer, the incumbent to this position represents the County's Veteran population and/or peer group for resource development, coordination and liaison between agencies and consumers. Knowledge of mental health issues within the county veteran population groups; familiarity with community resources and service agencies, including both private and other public agencies, social and economic problems which call for the use of public and private county services.

- Assists in the coordination and development of support services to targeted population as specified by grant/allocation funding **(Code 04, 15, 17) Medi-Cal Outreach 04-Providing Medi-Cal information to potentially Medi-Cal eligible people and encouraging potentially eligible people to apply for Medi-Cal. Program planning and Policy Development (A) (Non-Enhanced) for Medi-Cal Services for Medi-Cal Clients Code 15-Performing activities around and developing strategies to increase Medi-Cal system capacity and close Medi-Cal service gaps; including analyzing Medi-Cal data related to a specific Medi-Cal or a specific Medi-Cal eligible group, interagency coordination to improve delivery of Medi-Cal services or developing resource directories of Medi-Cal services/providers. Program Planning and Policy Development (B) (Non-Enhanced) for Medi-Cal Services for Medi-Cal and Non-Medi-Cal Clients Code 17. (Same as 15, but for all clients)**
- Serves as peer representative to program activities/meetings **(Code 04, 15, 17) Medi-Cal Outreach 04-Providing Medi-Cal information to potentially Medi-Cal eligible people and encouraging potentially eligible people to apply for Medi-Cal. Program planning and Policy Development (A) (Non-Enhanced) for Medi-Cal Services for Medi-Cal Clients Code 15-Performing activities around and developing strategies to increase Medi-Cal system capacity and close Medi-Cal service gaps; including analyzing Medi-Cal data related to a specific Medi-Cal or a specific Medi-Cal eligible group, interagency coordination to improve delivery of Medi-Cal services or developing resource directories of Medi-Cal services/providers. Program Planning and Policy Development (B) (Non-Enhanced) for Medi-Cal Services for Medi-Cal and Non-Medi-Cal Clients Code 17. (Same as 15, but for all clients)**
- Participates in training activities as directed
- Establishes and maintains positive and effective working relationships with internal staff and external resources
- Assists with administrative/clerical tasks as assigned

9/16/2025

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Fiscal Year: 2025/2026

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- Utilizes skills in engaging and working with others from diverse ethnic and cultural groups
- Provides direct assistance to targeted populations as specified by grant funding sources
- Provides empathetic peer support; link targeted population to appropriate resources, advocating for them when necessary **(Code 04, 06, 08)** *Medi-Cal Outreach 04-Providing Medi-Cal information to potentially Medi-Cal eligible people and encouraging potentially eligible people to apply for Medi-Cal. Referral, Coordination and Monitoring of Medi-Cal Services. Code 06-Making referrals, coordinating and/or monitoring the delivery of Medi-Cal Services. Facilitating Medi-Cal Applications Code 08- Time spent explaining Medi-Cal eligibility rules and processes, assisting with the completion of a Medi-Cal application, gathering information related to the application, and providing proper Medi-Cal forms.*
- Participates in production and/or distribution of support and/or educational materials (e.g. newsletters) **(Code 04, 15, 17)** *Medi-Cal Outreach 04-Providing Medi-Cal information to potentially Medi-Cal eligible people and encouraging potentially eligible people to apply for Medi-Cal. Program planning and Policy Development (A) (Non-Enhanced) for Medi-Cal Services for Medi-Cal Clients Code 15-Performing activities around and developing strategies to increase Medi-Cal system capacity and close Medi-Cal service gaps; including analyzing Medi-Cal data related to a specific Medi-Cal or a specific Medi-Cal eligible group, interagency coordination to improve delivery of Medi-Cal services or developing resource directories of Medi-Cal services/providers Program Planning and Policy Development (B) (Non-Enhanced) for Medi-Cal Services for Medi-Cal and Non-Medi-Cal Clients Code 17. (Same as 15, but for all clients)*
- Other duties as assigned
- MAA/TCM Implementation Training includes time spent providing or attending training related to the performance of MAA or TCM **(Code 20)**

Employee Signature

Date

9/16/2025