

**DEPARTMENT OF JUSTICE
DIVISION OF MEDI-CAL FRAUD AND ELDER ABUSE
BUSINESS OPERATIONS SECTION
ADMINISTRATIVE BRANCH
DUTY STATEMENT**

NAME:

CLASSIFICATION: Associate Governmental Program Analyst (AGPA)

WORKING TITLE: Outreach Coordinator

STATEMENT OF DUTIES: As the state's federally mandated Medicaid Fraud Control Unit (MFCU), the Division of Medi-Cal Fraud and Elder Abuse (DMFEA) investigates and prosecutes the abuse and neglect of Medi-Cal beneficiaries, especially the elderly and disabled adults living in long term care facilities, as well as Medi-Cal providers who defraud the Medi-Cal program. Under the supervision of the Staff Services Manager (SSM) I, Administrative Branch, the AGPA (Outreach Coordinator) is the initial, primary contact for DMFEA's Outreach efforts. The AGPA prepares, updates, and distributes training materials that are used by long-term care facilities, criminal justice agencies, and governmental and non-governmental organizations to inform, educate, and promote referrals. The AGPA facilitates outreach efforts to governmental and non-governmental organizations to improve compliance with mandatory reporting of elder abuse. The incumbent plans, organizes, and performs highly complex analyses, and internal audits and studies on a wide range of outreach activities in preparation for the annual Federal recertification questionnaire and the Federal grant application. The incumbent will analyze, understand, and apply parameters set forth by 77 FR 32645, for the Office of the Inspector General's (OIG) Performance Standards and relevant national public policies, including OIG policy transmittals.

SUPERVISION RECEIVED: Under the direction of the Staff Services Manager I.

SUPERVISION EXERCISED: None

TYPICAL PHYSICAL DEMANDS: Ability to occasionally lift/move up to 25 pounds. Travel may be required locally and within the state.

TYPICAL WORKING CONDITIONS: Open workspace in a smoke-free environment.

ESSENTIAL FUNCTIONS

30% Serve as liaison and outreach coordinator for the DMFEA to state and local agencies addressing the needs of Medi-Cal beneficiaries, the Ombudsman program, District Attorneys, Adult Protective Services, criminal justice agencies, and other government agencies and non-governmental organizations; establishes and maintains vital, strong working relationships, lines of communication, referrals of criminal activity, and reporting. Responds to correspondence and inquiries from citizens, public and private advocates, and others regarding elder abuse information, reporting procedures, training, and DMFEA programs.

- 25% Provide training, guidance and assistance to the Office of the Long Term Care Ombudsman (LTCO), Department of Public Health (DPH), Department of Health Care Services (DHCS), Adult Protective Services (APS), and Department of Social Services (DSS) concerning mandatory reporting of elder abuse and the investigation and prosecution of elder neglect and other abuse. Arrange and coordinate presentations and trainings provided by DMFEA professional staff to community groups, health care providers, emergency responders, advocacy organizations, District Attorneys, criminal justice agencies, DPH, DHCS, DSS, LTCO, APS, associations such as the Community Residential Care Association, County Welfare Directors, Elder Financial Protection Network, and other government agencies and non-governmental organizations on Medical fraud, elder abuse, mandated reporting, and other agency-specific needs. Develop, organize, and coordinate internal and external teams to provide training on behalf of the DMFEA.
- 25% Develop, update, publish, and distribute written, on-line and electronic training materials for investigating, prosecuting, and reporting elder neglect and other abuse. Provide design and accessibility direction to technical staff to ensure there is a user-friendly methodology for the public to access online training and reporting information related to criminal activity.
- 20% Organize participation at, travel to, and man DMFEA outreach booth during community and agency events throughout the state. Represent the DMFEA during events with outside organizations and agencies.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Signature

Date

Supervisor Signature

Date

Employee Printed Name

Supervisor Printed Name

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Employee Signature Date

Supervisor Signature Date

Employee Printed Name

Supervisor Printed Name