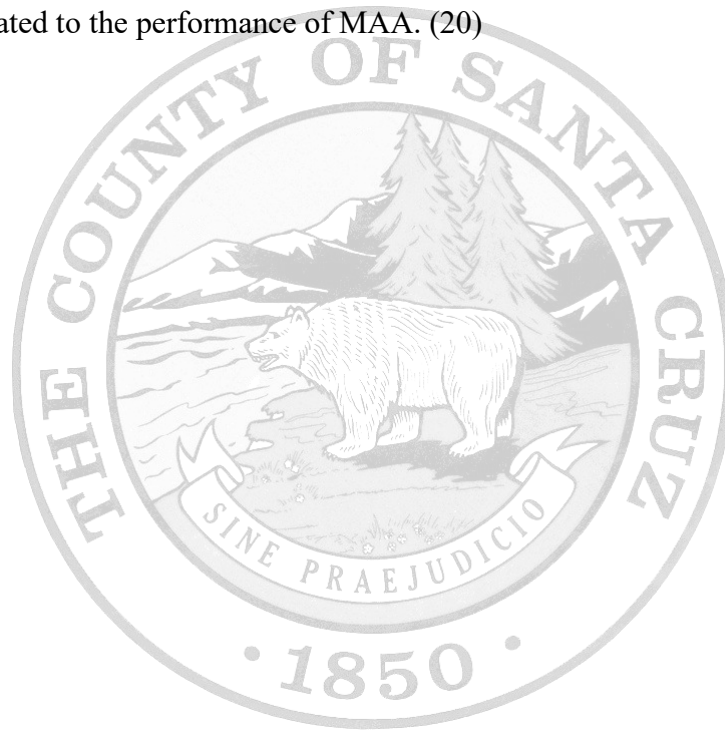


## Chief Executive Officer

1. Provide external leadership on behalf of the organization and the client population by building and maintaining key external relationships with other community groups, funders, elected officials, business representatives, and donors; including serving in community leadership roles on various bodies and in various venues on behalf of the Agency. (4 – Health related Outreach)
2. Represent effectively the point of view and mission-driven work of Encompass to the media, other organizations, and the general public through strategic promotion of the Agency's vision, activities, programs, goals and outcomes. (4 – Health related Outreach)
3. Embody value of “client services first” by serving as an advocate for the Agency and clients; actively soliciting input, listening and making diverse audiences feel heard, and using a collaborative communication and negotiation style. (4 – Health related Outreach)
4. Develop and deliver a clear vision for and direct programs and operations that serve the Encompass mission through stated strategic goals and measurable outcomes. (15 & 17 – Health related Program Planning and Policy Development)
5. Work with Board to set the organizational direction and lead an efficient strategic planning process that clearly articulates the vision, goals, outcomes that accomplish meaningful progress towards achieving the Agency's mission. (15 & 17 – Health related Program Planning and Policy Development)
6. Articulate and operationalize clear decision-making processes throughout the Agency that provides for appropriate levels of involvement in the development of goals, outcomes, and policies. (15 & 17 – Health related Program Planning and Policy Development)
7. Promote Board's engagement in critical thinking, strategic planning, resource/financial development, community relations and advocacy, membership development and overall organizational wellness. (15 & 17 – Health related Program Planning and Policy Development)
8. Work with current Board members to build a diverse and inclusive Board representative of the community that is highly engaged and willing to leverage and secure resources. (15 & 17 – Health related Program Planning and Policy Development)
9. Provide direction for and participate in an efficient resource development annual process which articulates agency needs and matches needs with community giving and involvement. (15 & 17 – Health related Program Planning and Policy Development)
10. Identify sources of funding- financial and in-kind -and maximize resource utilization . (15 & 17 – Health related Program Planning and Policy Development)

**Chief Executive Officer -continued**

- 11. Work effectively with donors and community partners to continually develop and acquire funds from public and private sources to better serve the Encompass mission. (15 & 17 – Health related Program Planning and Policy Development)
- 12. Provide leadership to the agency's property development and management activities; ensure property and other assets are developed and well maintained in service to tenants/clients, and program needs. (15 & 17 – Health related Program Planning and Policy Development)
- 13. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
- 14. Attends training related to the performance of MAA. (20)



\_\_\_\_\_  
Employee Signature (please sign in blue ink)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)