

**Executive Director**

1. Working with all of the HIP partners as a neutral facilitator to find opportunities to further the collaborative efforts in the County (15, 17)
2. Researching successful healthcare solutions in other communities and accessing technical assistance wherever possible. (15,17)
3. Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
4. Preparing 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)
5. Assists with administrative aspects of the MAA claiming process. (20)
6. Attends training related to the performance of MAA. (20)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)