

Program and Development Manager

1. CMAA-Outreach to community regarding Medi-Cal and provide resources to community members of medical, dental, mental health, and other alternative health agencies participating in Medi-Cal programs. (4 – Health related Outreach)
2. Work with other CBO's in program planning and policy development of Medi-Cal Services offered within the community. (15 & 17 – Health related Program Planning and Policy Development)
3. Participate in twice monthly regular staff meetings and once monthly program staff meetings once monthly to support Outreach Coordinators in implementing and maintaining their programs to the highest quality. (15 & 17 – Health related Program Planning and Policy Development)
4. Recommend Trainings you feel will improve implementation and success of programs to Human Resources for arranging trainings to assure latest available information is provided to staff. (15 & 17 – Health related Program Planning and Policy Development)
5. Facilitate SCBU economic development planning in order to identify and establish economic development opportunities. (15 & 17 – Health related Program Planning and Policy Development)
6. Secure financial support from individuals, foundations and corporations. (15 & 17 – Health related Program Planning and Policy Development)
7. Creating and executing a strategy for a large sustained base of annual individual donors. (15 & 17 – Health related Program Planning and Policy Development)
8. Developing and tracking proposals and reports for all foundation and corporate fundraising. (15 & 17 – Health related Program Planning and Policy Development)
9. CMAA-Participate with other CBO's and Community Public Entities in program planning and policy development by 1) Determining need for new, improved or expanded Medi-Cal covered health services, 2) Preparing proposals for new, improved and/or expanded Medi-Cal covered services. (15 & 17 – Health related Program Planning and Policy Development)
10. Oversee current programs SCBU is contracted for and secure additional program contracts to provide programs for at-risk youth and at-risk community members. (15 & 17 – Health related Program Planning and Policy Development)
11. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
12. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)