

### Communications/Executive Assistant

1. Designing and managing Communications: (using Squarespace, Photoshop, Indesign). (4 – Health related Outreach)
2. Positive attitude, where no project is too big or too small and no problem is above or beneath you — not afraid to roll up your sleeves and get your hands dirty (sometimes literally). (4 – Health related Outreach) (6 – Health related Referral, Monitoring and Coordination) (8 – Medi-Cal application) (15 & 17 Health related Program Planning and Development)
3. Following-up and following-through on all action items. (6 – Health related Referral, Monitoring and Coordination)
4. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
5. Attends training related to the performance of MAA. (20)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)