

### **Senior Manager – Health and Housing**

1. Create formal networks with key leaders in the community and serves as external spokesperson for the organization. (4 – Health related Outreach)
2. Provide direction and oversight in the planning and implementation of programs. (15 & 17 – Health related Program Planning and Policy Development)
3. Develop new strategies, services, programs based on community needs. (15 & 17 – Health related Program Planning and Policy Development)
4. Identify areas of improvement, generates innovative and creative solutions. (15 & 17 – Health related Program Planning and Policy Development)
5. Ensure there are policies, procedures and effective operating systems in place. (15 & 17 – Health related Program Planning and Policy Development)
6. Assist program managers and team supervisors in effectively supervising their staff, and in building and improving the operational systems for each program. (15 & 17 – Health related Program Planning and Policy Development)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
8. 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)