

Executive Director

1. Represent First 5 SCC to community partners, the media, the public, elected officials, other funders, First 5 California, and the First 5 Association of California. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Coordinates Medi-Cal covered health services for a client. (6)
4. Assists individuals and families with aspects of the Medi-Cal application process. (8)
5. Lead the development and implementation of First 5 SCC's strategic plan, long-range financial plan, annual operating plan, budget, and evaluation report. (15,17)
6. Analyze and recommend strategic investments for the Commission to best impact systems changes that will improve the lives of young children in Santa Cruz County. (15, 17)
7. Oversee First 5 SCC's initiatives and programs at both the strategic and operational level, ensuring the delivery of high-quality, high-impact programs. (15, 17)
8. Direct the work of consultants and other experts advising First 5 SCC in the areas of health and social services, early education and child development, service integration, community engagement, research and evaluation, and other areas of interest and investment by the First 5 SCC Commission. (15,17)
9. Ensure F5 SCC's investments and activities improve service delivery systems for children and families so that service systems become seamless, family friendly, accessible, inclusive and culturally appropriate. (15, 17)
10. Prepares 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)
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)