

### **Program Manager**

1. Maintain resource listings of agencies and practitioners. (6)
2. Ensure program compliance with all applicable city, county, state, and federal laws and regulations. Contract Administration. (12,13)
3. Ensure that all staff is oriented to the needs of the program population, the mission, philosophy and protocols of the program, related Janus services, the resources in the area and all essential organization policies.(15,17)
4. Participates in Health and Safety, Risk Management, CQI, Cultural Competency or Training committee. (15,17)
5. Organize program structure, effective practices and updates program content. (15,17)
6. Promote staff attendance at agency trainings and other professional development opportunities (i.e. MAA Trainings). (20)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
8. Attends all required trainings and administrative meetings (i.e. MAA Trainings). (20)

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Employee Signature (Please sign in blue ink)

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Date

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Employee Name (Printed)