

### Program Director

1. Communicate organization's vision, internally and externally within the community. (4 – Health related Outreach)
2. Oversee agency outreach events, represent the agency in the community when needed. (4 – Health related Outreach)
3. 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)
4. Provide strategic leadership and direction in the development and implementation of strategies for short and long-term goals. (15,17 – Health related Program Planning and Development)
5. Provides liaison with other agencies, organizations, consumer groups, and hospitals; coordinates community meetings, staff meetings and conferences, including Medi-Cal Administrative Activities. (19)
6. Assists to administer MAA claiming, including development of claim plans, overseeing time survey and invoice process. (19)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)
8. Attends training related to the performance of MAA. (19)

---

Employee Signature (please sign in blue ink)

---

Date

---

Employee Name (printed)