

## Senior Program Officer

1. Conduct public relations outreach through media and materials development. (4)
2. Oversee development and distribution of program materials and communications as needed. (4)
3. Develop and maintain positive relationships with key stakeholders and represent the organization at local, regional and statewide meetings and events.(4)
4. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
5. Engage funders, funded partners and other stakeholders in relevant First 5 initiatives. (4)
6. Coordinates Medi-Cal covered health services for a client. (6)
7. Assists individuals and families with aspects of the Medi-Cal application process. (8)
8. Plan, implement and monitor special projects as requested, in support of F5 SCC's strategic plan. (15, 17)
9. Lead and oversee F5 SCC's Children Learning & Ready for School initiatives and programs, including planning, budgeting, staffing and implementation. (15, 17)
10. Work with members of F5's evaluation team to plan, implement and monitor F5 SCC's strategic results framework, evaluation plan and activities. (15, 17)
11. Provide leadership and expertise in F5 SCC's strategic planning and systems change efforts. (15,17)
12. Assist with planning, preparing for, reviewing and editing reports and presentations, including F5 SCC's annual evaluation report, the annual report to First 5 California, and reports to other funders. (15, 17)
13. Work with members of F5's evaluation team to plan, implement and monitor F5 SCC's strategic results framework, evaluation plan and activities. (15, 17)
14. Provide leadership and expertise in F5 SCC's strategic planning and systems change efforts. (15,17)
15. Assist with planning, preparing for, reviewing and editing reports and presentations, including F5 SCC's annual evaluation report, the annual report to First 5 California, and reports to other funders. (15, 17)

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16. Review data on program outcomes and facilitate consideration of evaluation results in planning efforts and program decisions. (15, 17)
17. 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)
18. Stay informed of and analyze impact of changes in relevant best practices, regulations, policies, or funding streams on F5 SCC's strategic goals and initiatives. (15,17)
19. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
20. Attend 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)