

Assistant Finance & Contract Manager

1. Update and maintain content on F5 SCC's website. Serve as primary liaison between F5 SCC and website developer. (4)
2. Responsible for developing and maintaining effective systems for managing contracts for all grantees and contractors and providing direct staff support to the Executive Director, Senior Program Officer, Director of Finance & Administration, and other First 5 team members who direct or manage contracts and budgets on behalf of First 5. (12, 13)
3. Develop and manage systems for documenting F5 SCC's compliance with all applicable legal requirements as a public agency. Maintain files for the annual independent audit.
4. Develop and manage systems for maintaining contract records, billings, invoices, and other financial documents.
5. Assist in monitoring contracts and contract compliance. (12, 13)
6. Assist in the preparation and production of First 5's Annual Report and Annual Audit.
7. Communicate effectively with contracting agencies in a timely manner to assure prompt and accurate claim processing.
8. Code and prepare invoices, encumbrance forms, and other financial documents for payment from the United Way, Santa Cruz County Auditor-Controller's Office, First 5 California, and other public and private funders. (12, 13)
9. Input Accounts Payable and general ledger entries for F5 SCC.
10. Prepare correspondence, reports, charts, agendas, minutes, memoranda, notice of meetings, handbooks, and other organizational material related to grants, contracts and F5 SCC's business.
11. Participate in meetings related to contracts, F5 SCC finances, and other issues as assigned.
12. Provide input on developing and updating fiscal and accounting procedures as requested.
13. Prepare and distribute Commission meeting packets, agendas and minutes.
14. Coordinate logistics and prepare room for Commission meetings.

Assistant Finance & Contract Manager

15. Manage orders, subscriptions and customization of F5's Kit for New Parents. (4)
16. Maintain inventory of Triple P parenting resources and order new materials as needed.
17. Distribute resources to Triple P practitioners as requested.
18. Provide back-up support with answering phones and responding to Triple P service requests when the Program Coordinator is absent.
19. Attends training related to the performance of MAA. (20)

Participant Signature (please sign in blue ink)

Date

Participant Name (Printed)

Executive Director

1. Under the authority and responsibility designated by the First 5 SCC Commission, make or carry out all necessary decisions and actions to ensure effective operations and management of First 5 Santa Cruz County.
2. Work collaboratively with the Commission, staff, funders, grantees and other stakeholders to ensure that the vision, mission and values of First 5 SCC are carried out effectively.
3. 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)
4. Work closely with the United Way Director of Finance and Administration, First 5 SCC Assistant Finance and Contract Manager and County Auditor Controller to manage and oversee the finances of First 5 SCC.
5. Prepare required reports to First 5 California and other funders.
6. Recruit, hire, train, monitor and evaluate staff, supporting team members' professional development to enhance performance.
7. 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.
8. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
9. Coordinates Medi-Cal covered health services for a client. (6)
10. Assists individuals and families with aspects of the Medi-Cal application process. (8)
11. Lead the development and implementation of First 5 SCC's strategic plan, long-range financial plan, annual operating plan, budget, and evaluation report. (12, 13)
12. Develop the Commission's annual administrative services contract with the United Way of Santa Cruz County. (12, 13)
13. 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)
14. 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)

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Executive Director

15. 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)
16. Oversee the execution, monitoring and evaluation of grants and contracts to ensure they are aligned with First 5 SCC's strategic plan, as well as First 5 California guidelines and other statutory requirements. (12, 13)
17. Remain current on best practices and new research on early childhood development and health and human service approaches.
18. 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)
19. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Director of Finance and Administration

1. Responsible for the short term and long term fiscal health of the agency.
2. Analyze and present financial reports in an accurate and timely manner; clearly communicate monthly and annual financial statements; collate financial report materials for all donor segments, and oversee all financial, project, program and grant accounts.
3. Develop and manage annual and long term budgets/forecasting; including allocations budgets.
4. Develop and manage long term financial plan; participate in strategic planning.
5. Responsible for all accounting functions, including general ledger, bank reconciliation, monthly, quarterly and annual closings, accounts payable/receivable, payroll, human resources, financials, budget preparation, cash management and pledge processing.
6. Manage agency audit process, including bid process and coordination of annual audit.
7. Procure adequate insurance coverage (property, liability, worker's compensation) and management.
8. Provide procedures and computer application systems necessary to maintain proper records and adequate accounting and campaign processing controls to include GAAP and GASB.
9. Maintains records for land, building and equipment assets of the organization and prepares related tax, insurance and audit reports. Coordinates efforts to acquire donated equipment and related technical and professional services.
10. Oversees office supplies, telephone systems, identifying alternative vendors, initiating purchase requests.
11. Responsible for negotiating contracts with vendors and partners. (12, 13)
12. Responsible for general efficiency and workflow of administrative support team.
13. Responsible for Grant/Contract Management and compliance, including financial required reporting. (12, 13)
14. Staff and manage the agency Finance and Audit Committees.

Health Outreach and Enrollment Supervisor

1. Coordinate participation in outreach and enrollment events with other First 5-funded health care outreach and enrollment entities. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Ensure First-5 funded health care outreach and enrollment entities are aware of current status and enrollment process of relevant health benefit programs (e.g. Medi-Cal, Medi-Cal Access Program, Covered California) as well as nutrition assistance through CalFresh. (4)
4. Identify, develop, and implement outreach strategies aimed at informing eligible families about Covered California, Medi-Cal and CalFresh. (4)
5. Work in collaboration with health care providers, agencies and community-based organizations providing information and training regarding referrals for clients requiring assistance for Covered California, Medi-Cal and CalFresh. (6)
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. Assist monolingual eligible clients with completing and submitting the Covered California or Medi-Cal application, including assistance with gathering necessary documents and resolving problems, when needed. (8)
9. Act as liaison with the Covered California and Medi-Cal programs by advocating for the family when problems arise. (8)
10. Support development and implementation of streamlined Client Benefits Tracking process.
11. Maintain necessary records and forms. Complete and submit Client Benefits Tracking Form (CBT) upon completion of every application. Conduct follow-up and complete CBT monthly reporting forms.
12. Maintain and upgrade professional knowledge, skills and development by attending seminars, training programs and reading pertinent materials.
13. Act as an interpreter in contacts involving non-English speaking but Spanish speaking clients.
14. Assist in training other staff members in insurance programs, systems and software as needed.

Health Outreach and Enrollment Supervisor

15. Prepare Monthly reports as needed.
16. Act as an interpreter in contacts involving non-English speaking but Spanish speaking clients.
17. Assist in training other staff members in insurance programs, systems and software as needed.
18. Prepare Monthly reports as needed.
19. Supervise Health Outreach Staff to ensure all goals and targets are met.
20. Ongoing involvement with the benefits coalition. (15, 17)
21. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
22. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Director of Finance and Administration

15. Participate with Personnel Committee to develop and maintain sound and current personnel system, including written policies and procedures.
16. Responsible for agency payroll and benefits procurement and administration.
17. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
18. Coordinates Medi-Cal covered health services for a client. (6)
19. Assists individuals and families with aspects of the Medi-Cal application process. (8)
20. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
21. 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)
22. Assist in the MAA billing process. (19)
23. Assists to implement and oversee Medi-Cal Administrative Activities claiming process. (19)
24. Assists with administrative aspects of the MAA claiming process. (19)
25. Attends training related to the performance of MAA. (19)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Newborn Enrollment Coordinator

1. Conduct outreach to families at Sutter, Dominican and Watsonville hospitals to identify newborns that are eligible for health insurance through local, county and state health insurance programs. (4, 8)
2. Enroll, or provide assistance with enrolling or re-enrolling, eligible children ages 0-5 in appropriate health insurance programs (8) and CalFresh as appropriate.
3. Provide and review the contents of First 5's Kit for New Parents with families of newborns.
4. Conduct brief screenings of families' basic needs. Provide information and referrals to community resources that will help promote the health and well-being of newborns and their families. (4)
5. Provide Triple P parent education consultations and/or workshops for families with children from birth – 5 years old.
6. Establish and maintain effective, positive working relationships with staff in the hospitals and outside agencies.
7. Participate in meetings and trainings pertaining to health care outreach and enrollment. (4, 8)
8. Conduct outreach at community events. (4)
9. Assist with preparing outreach and education materials. (4)
10. Assist with writing articles and responding to median order to support outreach efforts.
11. Document all program work and maintain monthly service statistics.
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey.
13. Prepare and submit all required paperwork, including timesheets, mileage forms, purchasing forms, reports and other documents in an organized and timely manner.
14. Attend agency and program staff meetings and community meetings/events as requested.
15. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
16. Coordinates Medi-Cal covered health services for a client. (6)

Newborn Enrollment Coordinator

- 17. Assists individuals and families with aspects of the Medi-Cal application process. (8)
- 18. Prepares data reports and needs assessments for the purpose of developing strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
- 19. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Santa Cruz Reading Corps Program Manager

1. Lead recruitment of Santa Cruz Reading Corps (SCRC) members, including screening applications, conducting phone interviews and completing reference checks.
2. Conduct presentations to community to increase participation in SCRC member recruitment program.(4)
3. Facilitate AmeriCorps and SCRC member recruitment promotional materials and activities. (4)
4. Participate in outreach opportunities by engaging external stakeholders and community members to build awareness of service opportunities.(4)
5. Promote SCRC through print, traditional media, social media, F5 SCC's web site and other marketing methods. (4)
6. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
7. Coordinates Medi-Cal covered health services for a client. (6)
8. Assists individuals and families with aspects of the Medi-Cal application process. (8)
9. Arranges transportation for, and if client has a physical or mental limitation, accompanies individuals and families to Medi-Cal covered health services to meet their identified needs. (10)
10. Convene recruitment team meetings to determine hiring and placement of SCRC Literacy Tutors.
11. Input data and maintain accuracy in Reading Corps National recruitment database.
12. Serve as liaison between F5 SCC and SCRC Literacy Tutors, AmeriCorps, First 5 Service Corps, Prevent Child Abuse California, Reading Corps National and other interested organizations and partners.
13. Develop and maintain effective relationships with school personnel, children, co-workers, community groups, the general public and other interested parties. Work closely with all partners to ensure open and effective communication and successful implementation of the program model.

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Santa Cruz Reading Corps Program Manager

14. Assist with developing agreements between F5 SCC and schools/school districts, lead teachers and literacy coaches.
15. Ensure member and site contract compliance through proactive, clear communication and reinforcement of program expectations.
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16. Support literacy tutors in navigating the required screening process prior to entering a host school site, including fingerprinting, TB tests and school district requirements for volunteers.
17. Provide ongoing support and technical assistance to literacy tutors, including providing support for data entry, communication with teaching teams, and meeting AmeriCorps member requirements.
18. Track and manage SCRC Literacy Tutor commitments, and if necessary, implement a plan of action towards successful completion of service.
19. Oversee accurate documentation of hours and successful completion of at least 900 hours of service.
20. Conduct site visits with members and internal coaches to evaluate activities.
21. Supervise and support Lead Literacy Tutor.
22. Work collaboratively with Master Literacy Coach to communicate regularly with internal coaches regarding site implementation and member progress toward completion of program requirements.
23. Plan, facilitate and/or oversee member meetings, member recognition events, AmeriCorps trainings and other professional growth opportunities intended to cultivate service commitment, motivation, and relationship-building.
24. Coordinate opportunities and verify members' participation in National Service projects.
25. 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)
26. Collaborate with Reading Corps National partners in program development strategies, materials and implementation. (15, 17)

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Santa Cruz Reading Corps Program Manager

27. Attends training related to the performance of MAA. (20)
28. Lead, or participate in, the development of SCRC’s branding and marketing strategies, messages and collateral.
29. Work with F5 SCC and other evaluators to develop and implement SCRC evaluation plan, including collecting and submitting demographic and benchmark data as required.
30. Prepare and submit required SCRC program documentation in an accurate and timely manner, including member evaluations, site evaluations, integrity checklists and reports.
31. Attend required training sessions, workshops, service events, national replication meetings, partner meetings and other events as required.
32. Comply with all standards and requirements set by AmeriCorps, Prevent Child Abuse California, Reading Corps National and school districts/sites.
33. Coordinate vision screenings, including gathering consents and distributing results for Vision First.
34. Participate in organizational cross-functional teams to meet First 5 SCC goals and ensure cross pollination of ideas, best practices, and continuous improvement strategies. (15, 17)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Senior Program Officer

1. Provide leadership and expertise in F5 SCC's strategic planning and systems change efforts.
2. Promote F5 SCC's vision, mission and strategic goals in stakeholder groups and community initiatives.
3. Assist Executive Director with developing and monitoring F5 SCC's annual budget.
4. Assist Executive Director with identifying, securing and maintaining revenue to sustain F5 SCC's strategic investments.
5. Conduct public relations outreach through media and materials development. (4)
6. Oversee development and distribution of program materials and communications as needed. (4)
7. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
8. Coordinates Medi-Cal covered health services for a client. (6)
9. Assists individuals and families with aspects of the Medi-Cal application process. (8)
10. Develop Request for Proposals (RFPs) for grants and contracts as requested. Participate in the review and selection of. (12, 13)
11. Engage funders, funded partners and other stakeholders in relevant First 5 initiatives.
12. Plan, implement and monitor special projects as requested, in support of F5 SCC's strategic plan. (15, 17)
13. Lead and oversee F5 SCC's Children Learning & Ready for School initiatives and programs, including planning, budgeting, staffing and implementation. (15, 17)
14. Supervise team members working in F5's Children Learning & Ready for School initiatives and programs.
15. Work collaboratively with F5's administrative and finance staff to develop and implement an effective contract management system. (12, 13)
16. Oversee contracts for F5's funded partners as assigned. (12, 13)
17. Oversee F5's revenue contracts as assigned. (12, 13)

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Senior Program Officer

18. 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)
19. 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)
20. Review data on program outcomes and facilitate consideration of evaluation results in planning efforts and program decisions. (15, 17)
21. 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)
22. 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.
23. Plan, coordinate and/or facilitate trainings, meetings and community events for F5 team members and partners as requested.
24. Develop and maintain positive relationships with key stakeholders and represent the organization at local, regional and statewide meetings and events.
25. Prepare and submit all required paperwork, including timesheets, mileage forms, purchasing forms, employee evaluations, reports and other documents in an organized and timely manner.
26. Attend agency and program staff meetings and other meetings/events as requested.
27. Attend training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)