

Training and Education Program Manager/Operations Manager

1. Bi-annual new Triangle Speakers training. (4 – Health related Outreach)
2. 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)
3. Evaluate and update current training curriculum for Triangle Speaker training in cooperation with youth program coordinators and community members with expertise. (4 – Health related Outreach)
4. Actively participate in Santa Cruz City Schools LGBTQ+ Task Force. . (4 – Health related Outreach)
5. Actively participate in Collaborative for Queer & Trans Youth (CQTY) Committee (QYTF, SSF, TDC Youth Program and Triangle Speakers). (4 – Health related Outreach)
6. Answer general inquiries as they rise. (4 – Health related Outreach, 6 – Referral, Coordination and Monitoring, 8 – Medi-Cal application)
7. Coordinate volunteers to be on panels (recruit them and ensure they have all info about the panel. (4 – Health related Outreach) (15,17 – Health related Program Planning and Development)
8. Deepen relationships in South county, support PV Pride as the largest LGBTQ+ event in Watsonville, hold Triangle Speaker trainings in Watsonville, connect with local social services agencies. (4 – Health related Outreach) (15,17 – Health related Program Planning and Development)
9. Reach out to others for Triangle Speakers panels. (15,17 – Health related Program Planning and Development)
10. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
11. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)