

Executive Director

1. Represent the programs and point of view of the organization to agencies, organizations, and the general public. (4)
2. Provides information to individuals and families about the Medi-Cal program and refers to Medi-Cal eligibility sites. (4)
3. Publicize the activities of the organization, its programs and goals. (4,15,17)
4. Coordinates Medi-Cal covered health services for a client. (6)
5. Coordinate and monitor transportation if client has a physical or mental limitation, to Medi-Cal covered health services to meet their identified needs. (6)
6. Assists individuals and families with aspects of the Medi-Cal application process. (8)
7. Ensure that the organization has a long-range strategy which achieves its mission, and toward which it makes consistent and timely progress. (15,17)
8. Provide leadership in developing program, organizational and financial plans with the Board of Directors and staff and carry out plans and policies authorized by the board. (15,17)
9. Oversee all aspects of program administration, fulfilling the mission statement, including hiring. (15,17)
10. 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)
11. Attends training related to the performance of MAA. (20)
12. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)