

### **Senior Manager – Adult Residential Programs**

1. Create formal networks with executives, major customers, and key leaders in the community and serve as external spokesperson for the organization. (4 – Health related Outreach) (15 & 17 – Health related Program Planning and Policy Development)
2. Provide direction and oversight in the planning and implementation of programs. (15 & 17 – Health related Program Planning and Policy Development)
3. Develop new strategies, services, programs based on community needs. (15 & 17 – Health related Program Planning and Policy Development)
4. Develop goals and objectives and systems to accomplish program goals and measure program outcomes and impact. (15 & 17 – Health related Program Planning and Policy Development)
5. Identify areas of improvement, generate innovative and creative solutions and support staff in continuous quality improvement work. (15 & 17 – Health related Program Planning and Policy Development)
6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
7. Attends 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)