Communications/Executive Assistant

1. Designing and managing Communications: (using Squarespace, Photoshop, Indesign). (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. Following-up and following-through on all action items. (6 – Health related Referral, Monitoring and Coordination)

4. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)

5. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink) ___________________________ Date ________________

Employee Name (printed) ____________________________________________