

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. Manage orders, subscriptions and customization of F5's Kit for New Parents. (4)
3. Maintain inventory of Triple P parenting resources and order new materials as needed. (4)
4. Distribute resources to Triple P practitioners as requested. (4)
5. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
6. Attends training related to the performance of MAA. (20)

Participant Signature (please sign in blue ink)

Date

Participant Name (printed)