

Executive Director

1. Responsible for fundraising to support the Diversity Center's mission. (4- Health related Outreach)
2. Enhancement of the Diversity Center's image by being active and visible in the community. (4- Health related Outreach)
3. 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)
4. Works with Board and staff to ensure that the mission is fulfilled through programs, strategic planning and community outreach. (15 & 17 Health related Program Planning and Development)
5. Responsible for strategic planning to ensure future mission fulfillment. (15 & 17 Health related Program Planning and Development)
6. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (20)
7. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (printed)