

## **Operations Manager**

1. Participate in a variety of activities in support of HIP's strategic goals of Promoting Collaboration, Strengthening the Safety Net and Building Systems of Care program areas. (15, 17)
2. Support and attend HIP convenings including HIP Council, HIP Executive Committee, as well as the HIP Annual Community Forum and Annual Board Meeting. (15,17)
3. Attend partner meetings regarding housing and homelessness and social services. (15, 17)
4. Leadership: Ability to effectively build organization and staff capacity, developing a high- performance workforce and the processes that ensure the organization runs smoothly and is aligned with the HIP's mission, goals and strategies. (15, 17)
5. Assists with fiscal aspects of the MAA claiming process, including development of fiscal data to support claims. (19)
6. Attends training related to the performance of MAA. (19)
7. Complete daily Medi-Cal Administrative Activities (MAA) time survey. (19)

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Employee Signature (please sign in blue ink)

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Date

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Employee Name (printed)