Encompass Community Services Duty Statement

- 1. Develop, analyze and improve systems to accomplish team objectives in a highly effective manner. (15 & 17 Health related Program Planning and Policy Development)
- 2. Oversee the project management and timely implementation of the CoCENTRIX Coordinated Care Platform built on Microsoft Dynamics CRM. (15 & 17 Health related Program Planning and Policy Development)
- 3. Review, process, and monitor completion of contract performance reporting. (15 & 17 Health related Program Planning and Policy Development)
- 4. Provide accurate, relevant Information to the other Analysts and management concerning contract performance. (15 & 17 Health related Program Planning and Policy Development)
- 5. Develop/Design Process analyze current work systems and develop new/improved workflows. (15 & 17 Health related Program Planning and Policy Development)
- 6. Attends training related to the performance of MAA. (20 MAA Implementation Training)

Employee Signature (Please sign in blue ink)

Date

Employee Name (Printed)