

Executive Director

1. Advancement of Local Healthcare Solutions, with focus on:
 - Working with all of the HIP partners as a neutral facilitator to find opportunities to further the collaborative efforts in the County; and
 - Researching successful healthcare solutions in other communities and accessing technical assistance wherever possible.
2. Support for Community Partners, with focus on:
 - Providing support to the Health Improvement Partnership Council (HIPC), the Safety Net Clinic Coalition (SNC) and the Health Improvement Partnership Board of Directors (HIP) and the committees of the HIPC, the SNC and the Board of Directors, with objectives focusing on but not limited to agenda planning with the Executive Committee of the Board, preparation of materials for reporting and discussion, and background work to prepare individuals with agenda item responsibility;
 - Supervising staff who will convene work groups and committees needed to support the projects identified by the HIPC, SNC and the HIP Board, including facilitation of meetings, agenda preparation, minutes, and timelines; and
 - Planning and staffing an annual HIP Board of Directors meeting.
3. Grant Administration and Fundraising, with focus on supervising staff who will
 - Identify funding opportunities to support the work of the HIP, convene appropriate partners to apply for funding, collaborate with grant writers to complete grant applications gather necessary data, letters of support, etc.;
 - Work with appropriate partners to submit basic grant applications to potential funders;
 - Manage the requirements of grants awarded to the HIP including interim reports, budget reconciliation, and final reports;
 - Ensure appropriate grant implementation; and
 - Attending funder conferences, grant meetings, etc.
4. Program Evaluation, Reporting and Operations, with focus on:
 - Creating an annual process to evaluate the effectiveness of the collaborative and report the findings to the partners making recommendations as appropriate;
 - Developing necessary policies and procedures to document the business requirements of HIP and assure the partners approve and comply with those policies.
 - Negotiating contracts with and supervising independent contractors as needed to implement the work of the HIP or the requirements of a grant
 - Assuring timely filing of annual tax forms; and
 - Keeping appropriate records of HIP activities.
5. Community Relations, with focus on:
 - Representing the HIP in community meetings, forums, with the press, and at Partner organization events.

Executive Director – cont'd.

6. Medi-Cal Administrative Activities, with focus on:
- Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
 - Preparing proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
 - Assists with administrative aspects of the MAA claiming process. (19)
 - Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Program Analyst

1. Conducts health care research including compiling and health care utilization, financial and patient outcome data from multiple primary and secondary sources, developing surveys and questionnaires. (Medi-Cal related program planning – 15, 17)
2. Collaborates with other organizations to share community data including Community Assessment Project and HealthyCity in order to assess service gaps, identify disparities, and track collective outcomes. Assists HIP member organizations with compiling accurate Santa Cruz County data for program planning, grant and evaluation reports. (Medi-Cal related program planning – 15, 17)
3. Tracks health policy reports from local, state and national research and prepares summaries for HIP staff and for presentation to the HIP Council and the Safety Net Clinic Coalition. (Medi-Cal related program planning – 15, 17)
4. Supports Community Education events with curriculum development, coordination of speakers, preparation of materials and CME/CEU applications as appropriate.
5. Collaborate with other members of the HIP staff team in strategic planning, coordinating the HIP portfolio of projects and outcome measures, developing grant proposals, supporting consulting engagements, and back-up for the Executive Assistant and Financial/Human Resources Supervisor.
6. Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
7. Preparing proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
8. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Program Director

1. Organize and facilitate a Community Behavioral Health Action Group to develop a payer-blind integrated system of behavioral health services for all residents of Santa Cruz County. Establish measurable outcomes for the activities of the group. (Medi-Cal program planning activities – 15, 17)
2. Support ongoing external initiatives to improve transitions in care for hospitalized safety net patients and coordinate community programs for high utilizers.
3. Track state and national health reform policy in the areas of value-based payment models and behavioral health parity. Attend state and national health policy conferences as requested.
4. Assist in planning meetings of the HIP Council and the Safety Net Clinic Coalition. (Medi-Cal program planning activities – 15, 17)
5. Collaborate with other members of the HIP staff team in strategic planning, coordinating the HIP portfolio of projects and outcome measures, leading the development of grant proposals, managing consulting engagements, and providing administrative back-up for the Executive Director. (Medi-Cal program planning activities – 15, 17)
6. Prepares reports and needs assessments to develop strategies to increase Medi-Cal capacity and close Medi-Cal service gaps. (15, 17)
7. Preparing proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
8. Attends training related to the performance of MAA. (20)

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Date

Employee Name (Printed)

Program Manager

1. Negotiating and processing MOU agreements that support interagency coordination to improve the delivery of Medi-Cal services. (15)
2. Participating in interagency and community discussions on gaps in the coordination of Medi-Cal covered services and furthering strategies to close these gaps. (Medi-Cal related planning. (15)
3. Preparing and managing grant proposals related to the continuation of covered health and mental health services. (15,17)
4. Prepares proposals for expansion and enhancement of health and Medi-Cal services to clients and families based on intra and interagency coordination and collaboration. (15, 17)
5. Measure clinic and patient outcomes through collection and analysis of safety net clinic health care data, Care Based Incentive data, efficiency dashboard data, and clinic utilization data. (15,17)
6. Monitor health policy reports and best practices from local, state, and national resources, and prepare written and verbal presentations and training materials from them.
7. Develop and facilitate trainings to safety net clinic staff on empathic communication with patients and recognizing social determinants affecting patient's health.
8. Attends training related to the performance of MAA. (20)

Employee Signature (please sign in blue ink)

Date

Employee Name (Printed)

Operations Manager

1. Responsible for managing HIP's financial systems, including payroll, book keeping, and financial reporting, Accounts Payables and Accounts Receivables.
2. Developing employer policies and implementing best practice human resources procedures, and office and IT management.
3. 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)
4. Support and attend HIP convenings including HIP Council, HIP Executive Committee, as well as the HIP Annual Community Forum and Annual Board Meeting.
5. Manage and develop financial policies and procedures.
6. Provided quarterly financial reports to Executive Committee and Board of Directors
7. Manage all financial grants and contracts including reporting to funders.
8. Create job descriptions and manage organization staffing
9. Manage hiring and onboarding of new employees and separation with resigning employees. Manage employee benefits, including retirement and workers compensation.
10. Develop and update human resource policies and procedures to comply with federal employment laws.
11. Develop internship duties and staffing.
12. Manage communications with partners and community members.
13. Attend partner meetings regarding housing and homelessness and social services. (15, 17)
14. Event coordination of major HIP events.
15. Coordinate with facility management regarding office necessities.
16. Process requests for meetings held onsite by partners.
17. IT management including desktop support and hardware maintenance

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Operations Manager

18. Supervising Operations Assistant and Student Interns as appropriate
19. Functioning as a HIP Team Member including weekly coordination meetings, assisting with HIP events and supporting positive interactions with interns, assistants, and community members.
20. 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)
21. Participates in hiring talent to support HIP goals and objectives.
22. Participates in performance measurement process including weekly and monthly 1 to 1 meetings, and semi and annual reviews consistent with companywide standards.
23. Ability to lead and manage change.
24. Management of communication processes and systems.
25. Assists with fiscal aspects of the MAA claiming process, including development of fiscal data to support claims. (19)
26. 15. Attends training related to the performance of MAA. (19)

Participant signature (please sign in blue ink)

Date

Participant Name (Printed)