

## **Celebrating 10 Years of Service**

*Melissa Thibodeau's 10 Year  
Anniversary with HRHN*

*PREP Newsletter Launched*

## **Partner with us on COVID-19 Initiative**

*HRHN CHW COVID-19  
Initiative seeking partners*

*HD CHW Program Open  
Enrollment*

**Quarterly Newsletter for July - September 2022**



# **Network News**

**The Latest on Network Initiatives, Member Updates, and Rural Health.**

*Healthy Start Coalition  
Community Doulas*

*CFHC: Stay Away,  
Harmful Rays! and  
June Was Men's Health  
Month Articles*

*State of Florida  
Department of Health  
Upcoming Webinars*

*Telemedicine Talk 10: How  
Telehealth Can Help Bridge  
Pediatric Mental  
Healthcare Gaps*

*TGH Community  
Programs Calendar*

*Job Announcement from  
HSCHHP*

*Announcements from  
our partners at:  
AHEC, AdventHealth,  
Florida Department of  
Health, Heartland for  
Children and Florida  
Department of Children  
and Families*





**Phone:** 863-471-6007

**Email:** [support@hrhn.org](mailto:support@hrhn.org)

**Web:** [www.hrhn.org](http://www.hrhn.org)

**Follow us on social media:**

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 [@hrhn\\_imad](https://www.instagram.com/hrhn_imad)

 [@hrhnstaff](https://twitter.com/hrhnstaff)





# **Celebrating a Decade of Service**



We are celebrating our Executive Director, Melissa Thibodeau's, 10 years of dedication and service to Heartland Rural Health Network this August. Melissa started with us in 2012 as a Health Educator under our G.O. G.I.R.L.S. program. She quickly rose within the organization to Program Director of the Diabetes Master Clinician Program. Melissa took on additional responsibilities and helped to grow CHW-led work with her

involvement with the Florida Community Health Worker Coalition since 2013. Melissa then became the Health Planning Director in 2015 and Executive Director in 2016. During her time with HRHN, she has written numerous grants and proposals that have helped grow the Network. She has been involved in TPPA, CAG, Healthy Start, CFHC Board of Directors, FRHA Board of Directors, RCMA HSAC, Highlands CHIP, DeSoto D-CHAT, Healthy Hardee, and many more community organizations. We are so happy to wish Melissa a happy 10 years with HRHN!



# Quit tobacco with Group Quit.

There's never been a more important time to quit.



**In-Person Group Sessions**



**Virtual Group Sessions**

## Benefits:

- **FREE** expert-led sessions.
- **FREE** nicotine replacement therapy such as patches, gum, or lozenges.\*  
\*if medically appropriate for those 18 years of age or older
- Covers all forms of tobacco.
- Develop your personalized quit plan.
- More than **DOUBLES** your chances of success.

### Group Schedule:

Group Quit is the in-person option of Tobacco Free Florida's Quit Your Way Program.

**Time:** 1:00 to 3:00pm

**Date:** Third Thursday of each month

**Location:** DeSoto Memorial Hospital

900 N. Robert Ave,

Arcadia, FL 34266

**Pre-registration is required.**

To register, call **(866) 534-7909** to find out more

about how you can Quit Your Way!



**DESOTO MEMORIAL HOSPITAL**

900 N. Robert Ave. • Arcadia, FL 34266  
863-494-3535 • [www.dmh.org](http://www.dmh.org)

### Sponsored by:



GULF COAST SOUTH  
AREA HEALTH  
EDUCATION CENTER

For more information on Group  
Quit sessions, contact:

**Gulfcoast South AHEC**

**866-534-7909**



**Florida  
HEALTH**

Learn more about all of  
Tobacco Free Florida's tools and services at  
**[tobaccofreeflorida.com/quityourway](http://tobaccofreeflorida.com/quityourway)**





# 2022 Community Health Survey

You are invited to take a survey about the health and wellness needs of your community. We will use the feedback from this survey to work toward improving the health and resources of the communities we serve. This survey will take about 15 minutes to complete.

**Scan this QR code or visit**

**<https://www.research.net/r/HardeeHighlands>**

**to take the survey. Thank you!**





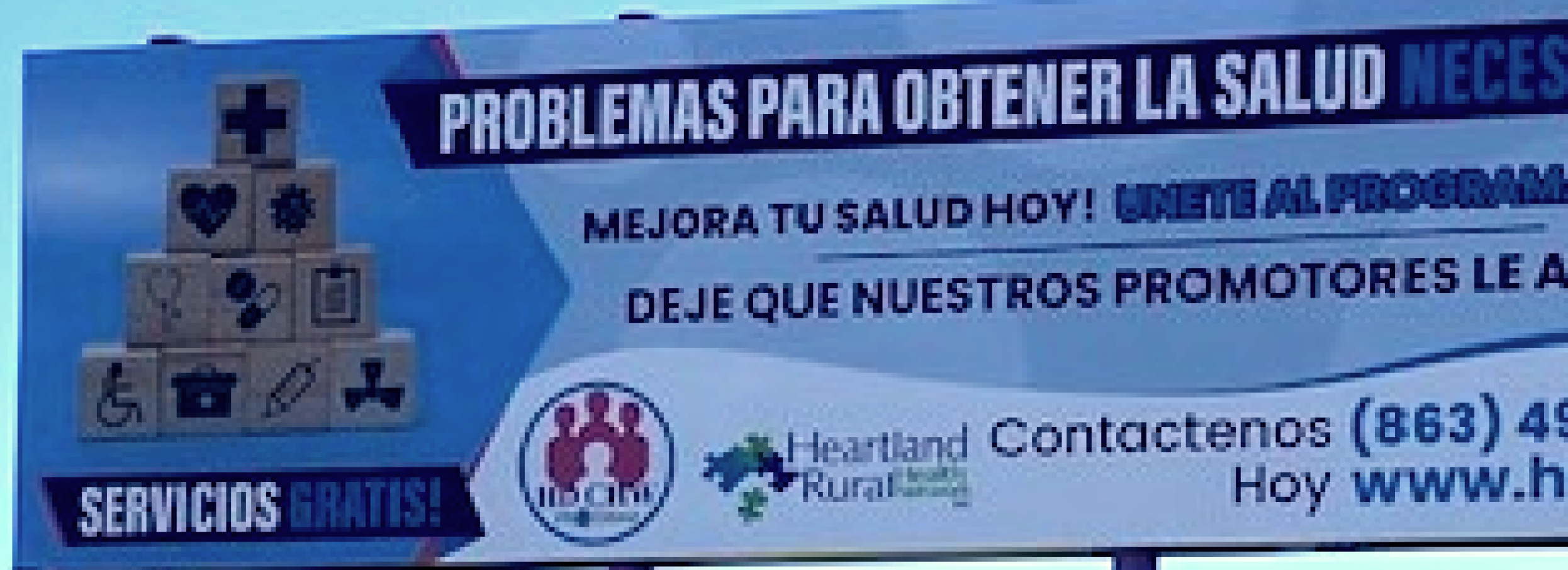


# CHW COVID-19 Initiative

Earlier this year, Heartland Rural Health Network was awarded a sub-contract to hire CHWs to assist in spreading education and conducting outreach around the COVID-19 vaccine. This sub-contract is funded through the Health Planning Council of West Central Florida as part of the HRSA Community-Based Workforce to Increase COVID-19 Vaccinations in Underserved Communities grant awarded to the Treasure Coast Health Council.

Since hiring CHWs under this contract in late March, we have been able to complete outreach and education to 1,781 people and vaccinations to 186 people as of July 24, 2022.

We are currently actively looking for outreach and vaccination events to be able to share the COVID-19 vaccination education. We are able to provide incentives to participants that receive the vaccine. If you are interested in talking about partnering on this initiative, please email Valeria Carrasquillo Rivera at [valeria.rivera@hrhn.org](mailto:valeria.rivera@hrhn.org).





## Contact Us



[www.hrhn.org](http://www.hrhn.org)



863-494-8409

# HEARTLAND RURAL HEALTH NETWORK'S HD CHW PROGRAM



## Leaders in Healthcare coming together to better serve patients.

The HD CHW Program is led by a group of Health Leaders in Hardee and DeSoto Counties working together to improve pathways to care for patients and includes a group of Community Health Workers providing direct assistance and education to our clients.

Let our capable staff work with you to help coordinate care, assisting with helping navigate pathways to care, and providing requested follow-up on care and providing requested health education.

We strive to create a professional and supportive relationship with our patients and the community by adhering to our core values: integrity, ethics, collaboration, and quality.

## OUR SERVICES



**Care Coordination:** We use health assessments to determine clinical and non-clinical needs, provide pathways to meet these needs, and help clients navigate these paths.



**Health Education:** We provide health education to our clients on various topics that they need or want more information on.



**Care Support:** We provide support to our clients in every step of getting the healthcare they need and want.



**Health Assessments** and follow-ups within the community to help us find and resolve barriers to care in the most efficient way for our patients.

This flyer is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$200,000 for FY 2022-2023. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](http://HRSA.gov).



# PUBLIC SAFETY ALERT: FENTANYL KILLS

The State of Florida is responding to an increase in **fentanyl overdoses**. All Floridians are advised to remain vigilant of current public risk.

## SIGNS OF OVERDOSE

- Small, constricted "pinpoint pupils."
- Falling asleep or losing consciousness.
- Slow, weak, or not breathing.
- Choking or gurgling sounds.
- Cold and/or clammy skin.
- Discolored skin, especially lips and nails.
- Limp body.

## WHERE TO FIND NALOXONE

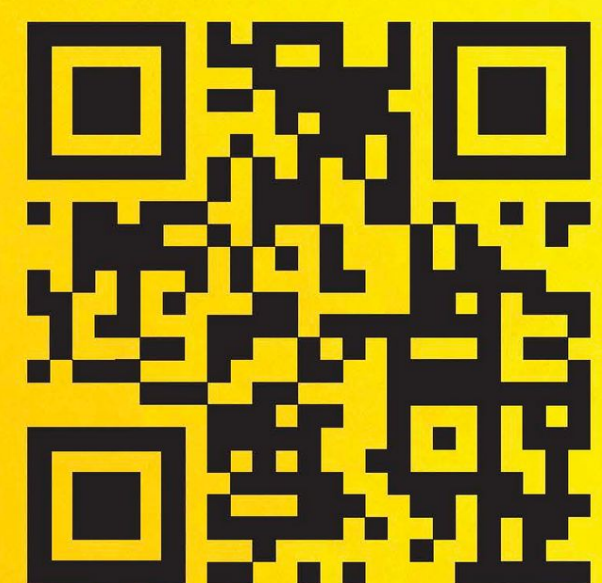
If you or your organization are interested in obtaining or managing naloxone for the community, please visit [isavefl.com](https://isavefl.com)

## WHAT TO DO

1. Call 911 Immediately.
2. Administer naloxone, if available.
3. Try to keep the person awake and breathing.
4. Lay the person on their side to prevent choking.
5. Stay with the person until emergency assistance arrives.

FENTANYL IS  
UP TO 100x  
MORE POTENT  
THAN MORPHINE

[isavefl.com](https://isavefl.com)





# GETTING HELP IN FLORIDA WITH SUBSTANCE ABUSE

Life saving interventions are available to treat opioid addiction, including Medication Assisted Treatment. This treatment helps to curb cravings for the substances which reduces the likelihood of overdose.



## HopeForHealingFL.com

Find ways to access mental health and substance abuse help.



## isavefl.com

Find quick medication assisted treatment options, Narcan access, and treatment provider options.



## HopeFlorida.com

Find help through community collaboration between the private sector, faith-based community, nonprofits, and government entities.

## FLORIDA'S AVAILABLE SERVICES

Research indicates that people who receive substance abuse treatment have better outcomes like longer recovery, reduced use, fewer arrests, better family life, employment, increased earnings, and better health.



### Medication Assisted Treatment (MAT)

Clinically-driven treatment with a focus on individualized patient care. Medications available include methadone, buprenorphine, and naltrexone.



### Recovery Support

Support offered during and following treatment to help maintain their recovery. These services include transitional housing, life skills training, parenting skills, and peer-based/group counseling.



### Residential Treatment

Structured, non-hospital set treatment with staff supervision 24/7. Multiple levels of care based on individual. Services include assessment, rehabilitation, social and educational programs, and medication management.



### Overdose Prevention

These programs aim to reduce opioid overdose deaths by increasing access to free naloxone kits to people most likely to experience or witness an overdose. Programs include overdose recognition training and response.



### Primary Substance Abuse Prevention

Primary prevention programs aim to prevent, delay, or reduce substance abuse. Providers and community coalitions provide prevention services in their communities and schools through information dissemination, education, recreational activities, and referrals to services.



### Detoxification

Services that utilize medical procedures to assist in withdrawal from the physiological and psychological effects of substance abuse. Detoxification services may occur in a residential or outpatient setting.

The Department's Hospital Bridge Program continues to engage partners in communities throughout Florida. The goal is to strengthen the partnership between community partners and hospital emergency departments to ensure that when that individual is discharged, they receive the follow-up care needed.





In partnership with Simply healthcare, Indian River Healthy Start Coalition, BEAM Birth Network, and The Doula Network, Healthy Start Coalition of Hardee, Highlands, and Polk Counties, through a workforce development program, trained 10 community doulas.

Doulas – a professional person who provides physical and emotional support, encouragement, and acts as a friend and mentor for pregnant women have been shown to have a great impact on childbirth literacy and birth outcomes.

Healthy Start Coalition of Hardee, Highlands, and Polk Counties interviewed and selected the 10 women with a desire to develop a personal career providing doula services. The women selected could best represent and be able to best support traditionally under-resourced communities and the equity initiative to support Black maternal health outcomes. The community doulas attended a two-day, hands-on immersive training under the direction of a BEAM Birth Network doula trainer.

The certified community doulas will be contracted providers through the following Medicaid health plans: United Healthcare, Simply healthcare, Aetna, Florida Community Care, Miami Children's Health Plan, Vivida Health, Molina Healthcare, Clear Health Alliance, and Community Care Plan.



# Community Doulas

These community doulas will have such a positive impact on the women in our community, their birthing experience, and birth outcomes for their babies.

The Healthy Start Coalition of Hardee, Highlands and Polk Counties, Inc. offers an array of programs to ensure a healthy pregnancy, healthy start for babies and a healthy foundation for young children through health/pregnancy education and support services.

For more information on Healthy Start Coalition of Hardee, Highlands and Polk Counties, Inc., or the community Doulas call **863.534.9224** or visit [www.healthystarthhp.org](http://www.healthystarthhp.org).





# Stay Away, H

Vitamin D from the sun is something we all need to stay healthy, but too much of a good thing is not always good.

Your mama had a good reason for constantly telling you to apply sunscreen because ultraviolet rays can lead to damaging effects on the skin and your health, especially as you age. Most of the sun exposure is acquired when you are little.

July is UV Safety Awareness Month, and now that it's summer, our exposure to UV rays has increased. They are strongest from 10 am to 4 pm, the time most people typically spend on the beach or at the lake. Dangerous UV rays don't go away on a cloudy day; they reflect off surfaces, like water, sand, pavement, grass, etc., so you can't escape them, but you can shield them with sunscreen. So no matter your age, using a water-resistant sunscreen with an SPF of 30 or higher is recommended. Just keep in mind that sunscreen does expire, so check the product's date and ensure it will give you the ultimate protection!

If you've had serious sunburns, you are at a higher risk of skin cancer. For this reason alone, scheduling check-ups with a provider is important, especially if a mole has changed color, size, or texture. For example, a little mole could be more than what appears. Along with skin cancer, UV rays can also weaken the immune system, cause eye problems, such as cataracts, and lead to premature aging.



# armful Rays!

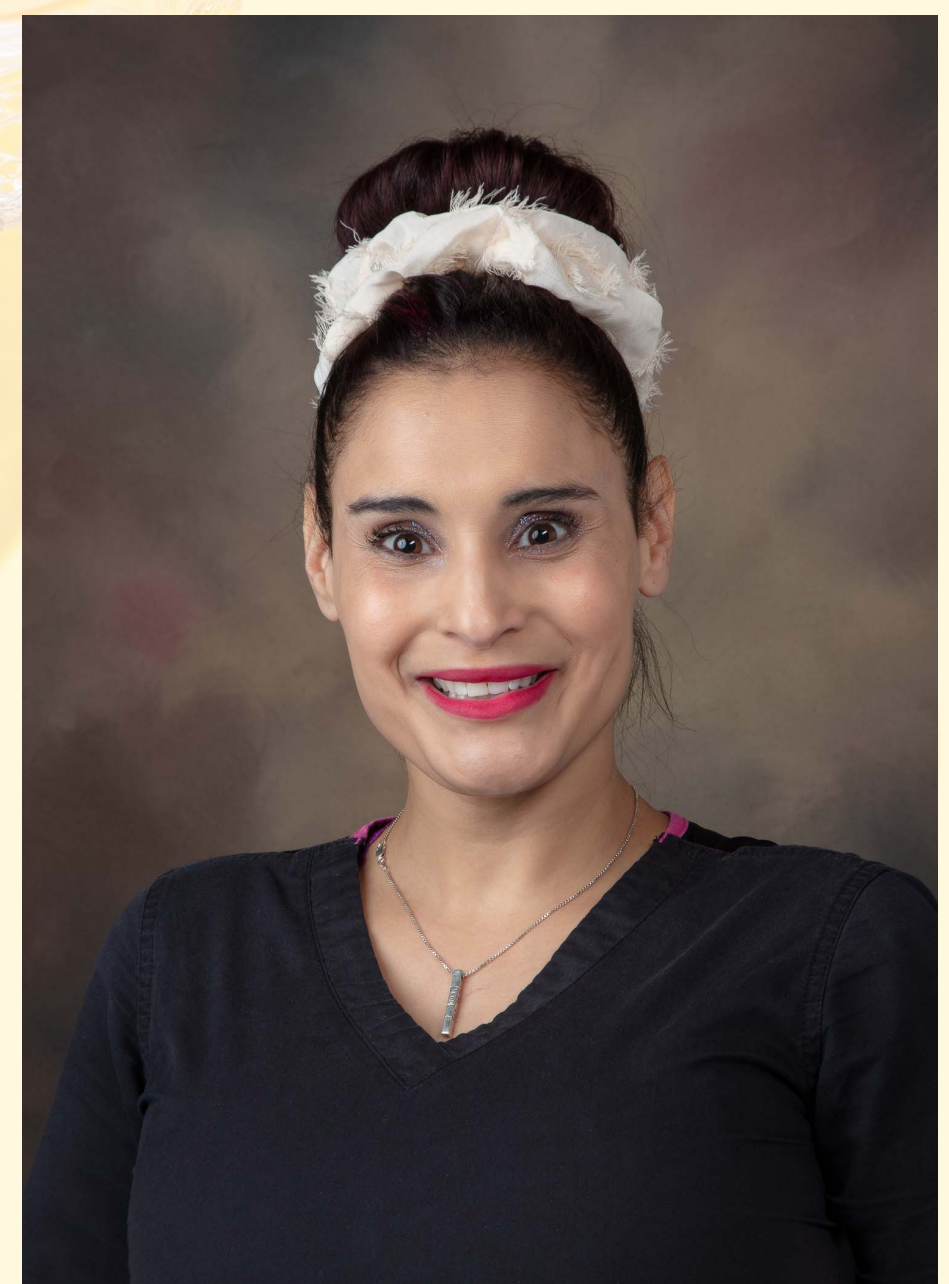
Central Florida Health Care provider Amelia Espinosa Villalobos, APRN, says s a good way to spot an abnormality is to use the ABCDE rule: A: asymmetry, B: border, C: color changes, D: diameter, E: evolving.

There are two different kinds of ultraviolet rays: UVA and UVB. UVB rays from the sun are more closely associated with melanoma, a serious form of sun cancer, but Villalobos says UVA rays may also play a role. Although it's perceived people with fair skin are the only ones at risk, a person of any color or ethnicity can develop melanoma. Whenever in doubt, seek a medical provider or establish with a dermatologist to ensure an area of concern is benign.

Remember, the sun targets everyone, so protect yourself. Wearing wide-brim hats, sunglasses, and even long sleeves will make a difference in the long run.

**Amelia Espinosa Villalobos,**  
**APRN**

 **Central Florida  
Health Care**  
Health Care With a Heart







# Upcoming

## AUGUST 18, 2022 | 1:00 PM

Farmworker Outreach Promising Practices: Lessons from the Field//Practicas prometedoras de alcance a los trabajadores agricolas: Lecciones del campo

Purpose: Outreach is a multifaceted, community-centered approach to connecting to farmworkers and facilitating access to care and other social services. Over the past 7 months, Health Outreach Partners (HOP), in collaboration with NCFH, has interviewed and documented promising outreach practices of farmworker-serving organizations across the United States.

**Register by clicking [here](#).**

## AUGUST 23, 2022 | 3:00 PM

Geriatrics Academic Career Award Program: HRSA-23-007

Purpose: Join the technical assistance webinar to learn about this funding opportunity, including application requirements.

**Register by clicking [here](#).**

## AUGUST 30, 2022 | 1:00 PM

Increasing Prevention Efforts and Self-Management Through Community Outreach and Partnerships

Purpose: National Center for Farmworker Health will host a national webinar in collaboration with a panel comprised of health care professionals to highlight the importance of community outreach and various partnerships available to aid in increasing prevention efforts and self-management.

**Register by clicking [here](#).**



# Webinars



## SEPTEMBER 15, 2022 | 2:00 PM

### Rural Healthcare Provider Transition Project Kick-Off Webinar

Purpose: The National Rural Health Resource Center provides selected small rural hospitals and rural health clinics technical assistance through the Rural Healthcare Provider Transition Project (RHPTP). This project is designed to help strengthen their foundation in key elements of value-based care (VBC) including but not limited to efficiency, quality, patient experience, and safety of care.

Register by clicking [here](#).

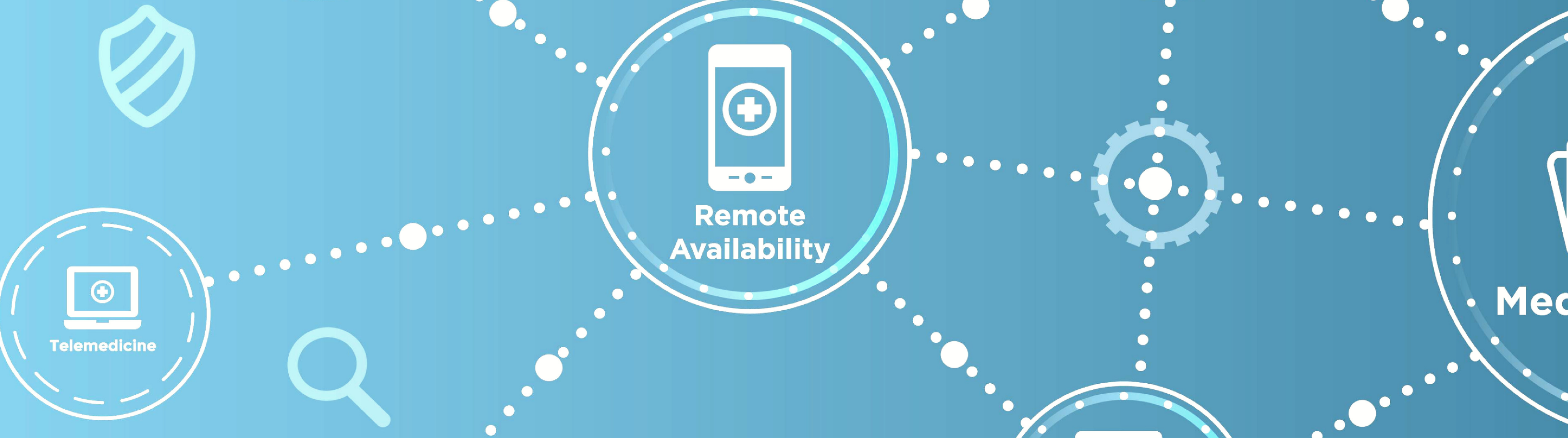
## SEPTEMBER 20, 2022 | 1:00 PM

### Spanish Workshop: The World of Motivational Interviewing Within Diabetes Self-Management

Purpose: National Center for Farmworkers Health will lead a Motivational Interviewing workshop training in Spanish with English translation included. Part 1 of the workshop will set a motivational interviewing framework from which the participants will learn the importance of adequately delivering a self-management lifestyle changing program.

Register by clicking [here](#).





# Telemedicine

## Episode 10: How Telehealth Can Help Bridge

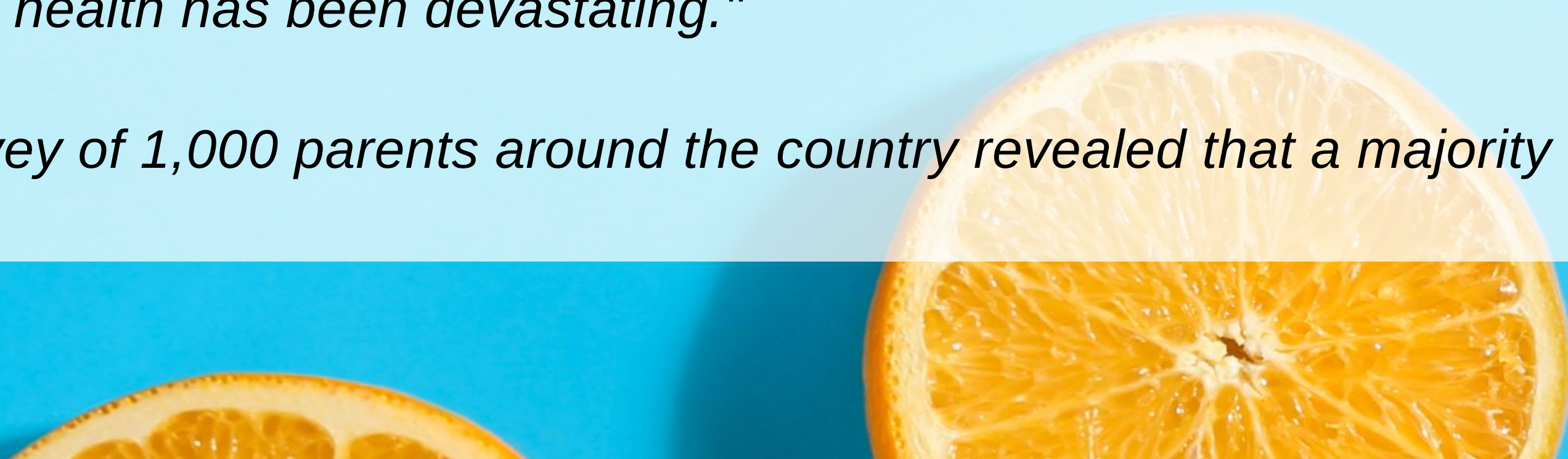
**Telehealth can help providers expand access to much-needed pediatric care while avoiding common pitfalls that could inadvertently widen care gaps.**

*July 01, 2022 - The burgeoning mental health epidemic in America is widespread across age groups, but the youth have faced a particularly challenging time amid the COVID-19 pandemic. As the youth mental health crisis reaches new heights, providers are increasingly turning to telehealth to help expand access to behavioral healthcare.*

*In December, Surgeon General Vivek Murthy, MD, issued an advisory calling for a coordinated response to combat the crisis.*

*"Mental health challenges in children, adolescents, and young adults are real and widespread. Even before the pandemic, an alarming number of young people struggled with feelings of helplessness, depression, and thoughts of suicide — and rates have increased over the past decade," said Murthy in a press release. "The COVID-19 pandemic further altered their experiences at home, school, and in the community, and the effect on their mental health has been devastating."*

*A 2020 survey of 1,000 parents around the country revealed that a majority*







Medical Record

# Telemedicine

## Telemedicine Talk

### Bridge Pediatric Mental Healthcare Gaps.

**Pediatric mental health resources, but expansion must avoid common**

*(71 percent) believed the pandemic had negatively affected their child's mental health. Further, data from the Centers for Disease Control and Prevention shows that between March and October 2020, the proportion of mental health-related emergency department visits increased by 24 percent among kids aged 5 to 11 and 31 percent among adolescents aged 12 to 17 compared with 2019.*

*The tragedy of the recent school shooting in Uvalde, Texas, further highlights a need for expanded pediatric mental health services alongside gun safety measures. The recently passed bipartisan gun safety act includes provisions for expanding pediatric access to behavioral health, including through telehealth.*

**The article goes on to talk about (1) Telehealth Strategies To Close Care Gaps and (2) Key Considerations When Expanding Telehealth Access. To read these sections and to learn more about this emerging telehealth option, click [here](#).**





MOTIVATE

SHARE



# HEARTLINK

## Mentoring

CARE



GUIDE



INSPIRE

## Mentors Needed!

Help a youth or young adult grow into the person they can be and reach positive academic, career and personal goals.

### Commitment:

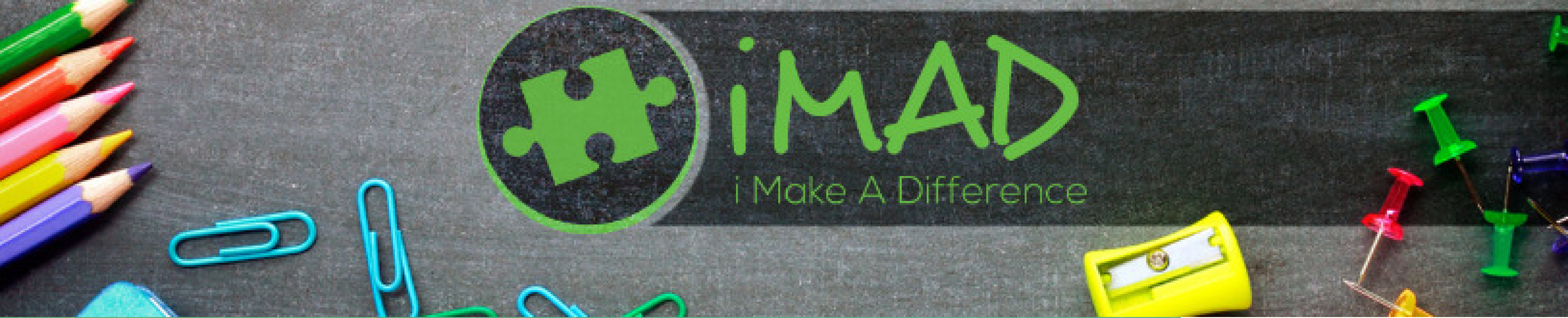
- 12-Months
- Spend a minimum of 4 hours a month 1:1 with youth/young adult
- Communicate weekly with youth/young adult
- Attend initial 2-hour training session and 2 additional 2-hour training sessions each year of participation in the program.

### Requirements:

Must be at least 21 years old, pass a background screening and be a resident of Polk, Highlands or Hardee Counties.

Next Virtual  
Training  
**8/30/22**  
(25 seat limit)





## 2022 NEWSLETTER

Get in the Know Now

### What this issue is all about:

- pg. 2 Director's Note
- pg. 3 Talking the Talk and Walking the Walk with Michelle Cathey
- pg. 7 How to Manage Stress
- pg. 8 The STD Info Download
- pg. 10 We Think Twice Campaign
- pg. 11 How to Talk to Your Child About Drugs, Alcohol & Tobacco
- pg. 12 How to Create a Positive Mindset
- pg. 13 Catching up with Marissa Adame
- pg. 14 Mental Health & Wellness
- pg. 15 Tending to Your Relationships
- pg. 17 Article Throwback: The Art of Goal Setting



### Grown Up Stuff

The parenting that you want to talk about.



### Boys will be Boys

...or whatever they want to be.



### COVID got u-MAD?

visit our social media and tell us about it!

# NOW AVAILABLE!

## CLICK HERE TO READ



"The production of this newsletter was made possible by Grant Number 90AK0080-01-00 from the Department of Health and Human Services, Administration for Children and Families. Its contents are solely the responsibility of Heartland Rural Health Network and do not necessarily represent the official views of the Department of Health of Human Services, Administration for Children and Families."

Be the **FIRST** in the Know  
Check out these social media iMAD campaigns:



# June was Men's Health

Calling all men! Listen up; it's time to get real with your health! Heart disease and smoking both remain the top causes of death for men in the U.S.

We celebrate fathers in June, which is why it's one of the best months to advocate better health for men. Central Florida Health Care encourages all men to see a provider for a wellness visit, especially if they're 45 or older.

Huey Metts, APRN, treats male patients every day at Central Florida Health Care, and often he's to the point when it comes to changing lifestyles for the better.

Metts says every man 45 years or older should have a fit test, a colonoscopy, and blood work done. Why? If there's an issue, there's a very good chance you can correct the problem early and live a longer, healthier life.

The three key instructions he provides to male patients are this; Eat three meals a day, exercise three to four days a week for 30 minutes, and if you take medication, don't skip a dose. It seems like simple advice, right? It may require some daily changes in your routine.

Metts says you can gain weight by skipping meals when it comes to eating. Food burns energy, and the body needs nutrients to keep from storing fat. However, he does not suggest intermittent fasting to lose weight, just clean eating three times a day with healthy snacks.

Walking, running, biking, and swimming are all good exercise choices; however, Metts caution those over 50 to walk versus the run to protect the knees.

Taking prescribed medications on a set basis is incredibly important, especially if you have diabetes, to keep insulin levels safe.

Smoking can also lead to a lot of problems for men. For instance, Metts says men who smoke are 60% more likely to increase their

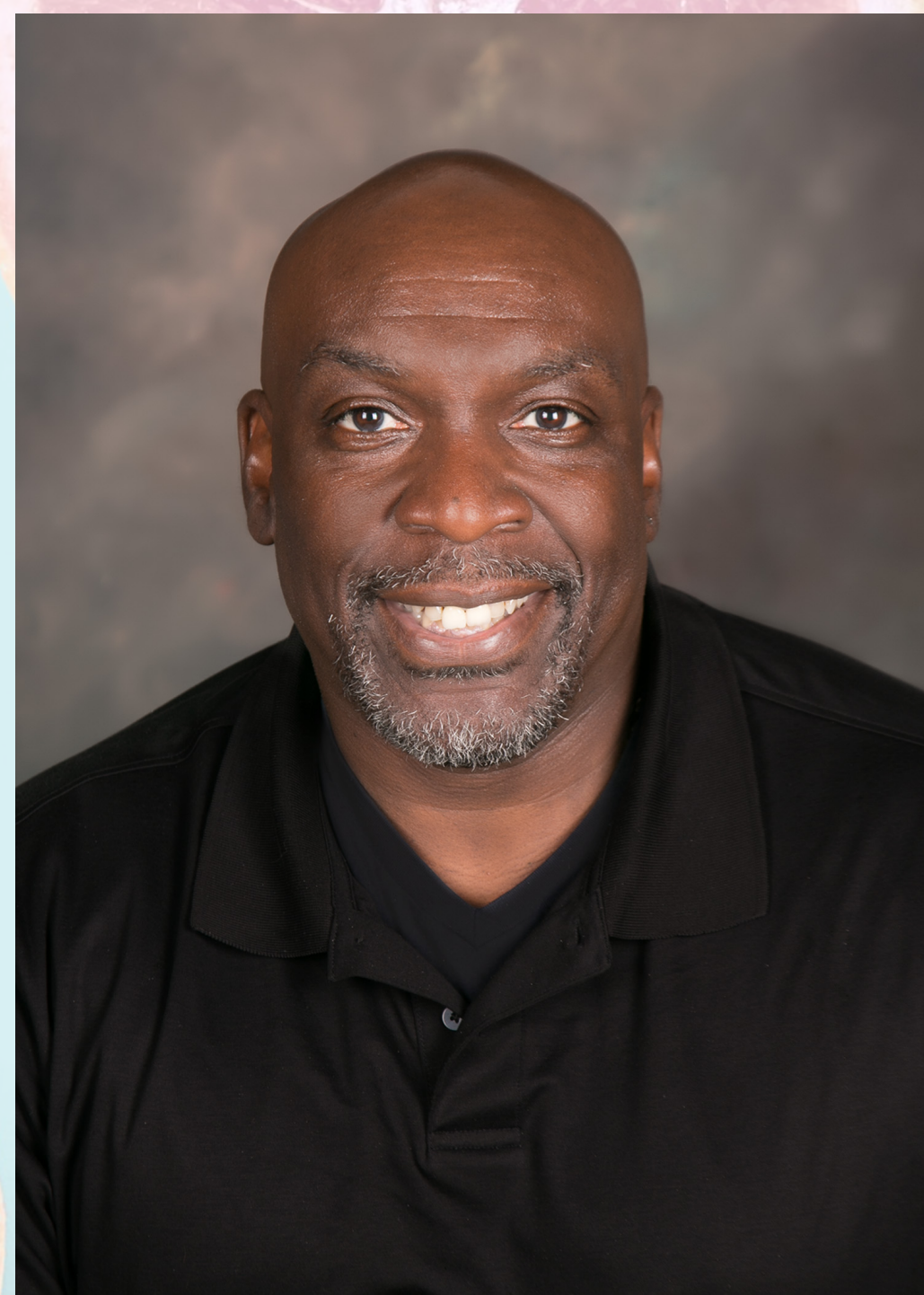


# Health Month

chance of erectile dysfunction. So, there's no better time than now to kick the habit.

Seeing a provider is just the start to maintaining good health, but Metts says it's up to the patient to make and carry out changes in their life at the end of the day.

If you would like to schedule a wellness visit with Central Florida Health Care and receive more information on men's health, call **866.234.8534**.



**Huey Metts, APRN**  
**CFHC Avon Park**

## CFHC 7th Annual Golf Tournament NOW OPEN!

FOOD & DRINKS | PRIZES & AWARDS | RAFFLES

**A Look Back...**

**Golf + Sunshine + Prizes + Great Cause = Fun!**

**CENTRAL FLORIDA HEALTH CARE**  
**7th Annual**  
**Golf Tournament**  
**HEALTH CARE WITH A HEART**

**October 24**  
**Shotgun 9:00 a.m.**  
**The Country Club of Winter Haven**

FOR MORE INFO: 863.845.2556 OR [GOLF@CFHCONLINE.ORG](mailto:GOLF@CFHCONLINE.ORG)  
FOR SPONSORSHIP OPPORTUNITIES OR TEAM REGISTRATION:  
[CFHC.GOLF.EVENTBRITE.COM](http://CFHC.GOLF.EVENTBRITE.COM)

All proceeds will supply free mammograms to the women in the Central Florida area who cannot afford one.

**Sponsorship Levels**

<input type="checkbox"/> Ace \$10,000	<input type="checkbox"/> Prize \$2,000
<input type="checkbox"/> Eagle \$5,000	<input type="checkbox"/> Cart \$2,000
<input type="checkbox"/> Luncheon \$3,000	<input type="checkbox"/> Breakfast \$1,500
<input type="checkbox"/> Birdie \$2,500	<input type="checkbox"/> Par \$1,000
<input type="checkbox"/> Chest of Cheer \$2,500	<input type="checkbox"/> Golf Team \$600
<input type="checkbox"/> Towels \$2,000	<input type="checkbox"/> Hole \$100

**Business Name** \_\_\_\_\_  
**Contact Person** \_\_\_\_\_  
**Email** \_\_\_\_\_  
**Address** \_\_\_\_\_  
**Phone** \_\_\_\_\_

**Golf Team**

**Player 1.** \_\_\_\_\_  
**Player 2.** \_\_\_\_\_  
**Player 3.** \_\_\_\_\_  
**Player 4.** \_\_\_\_\_

Please send completed form to Sherrie Pratt at [spratt@cfhconline.org](mailto:spratt@cfhconline.org) or complete our online form at [cfhc.golf.eventbrite.com](http://cfhc.golf.eventbrite.com).

Sponsorship	\$10,000	\$5,000	\$3,000	\$2,500	\$2,500	\$2,000	\$2,000	\$2,000	\$1,500	\$1,000
Central Florida Health Care	ACE	EAGLE	LUNCHEON	BIRDIE	CHEST OF CHEER	TOWELS	PRIZE	CART	BREAKFAST	PAR
Company Logo Included on all Marketing Materials										
One (1) on Two (2) Fourroom Golf Team(s)*										
Logo on Hole										
Three Photo Card & Swap Bag for Each Player										
Individual Recognition on Website and Social Media (1-2 Months)										
Logo on Premium Golf Polo										
Logo on Premium Golf Towel										
1 or 2 Premium Item(s) in Swag Bag										
1 Literature Item in Swag Bag										
Company Logo on All Tables at Lunch										
Signature at all "NAME" Holes and Award Table										
Logo on Golf Carts										
Logo on Check of Cheer Table										
Logo on Breakfast Table										

Golf Team - \$600 - Ace, Cart, Breakfast, Lunch & Tournament Bag      Hole Sponsor - \$100

**Supporting Mammograms for Central Floridians in need.**



# did you know?

**ARE YOU A MEMBER OF THE LOCAL GOVERNMENT? A HEALTH CARE PROVIDER? A BUSINESS OWNER OR CONSUMER? JUST INTERESTED IN FURTHERING THE GOALS AND OBJECTIVES OF HRHN?**

**BECOME A HRHN NETWORK MEMBER!**

## Why should I become a HRHN Network Member?

If you are interested in making sure the rural portions of **Charlotte, DeSoto, Hardee, Highlands and/or Polk Counties, FL** have access to quality health care through helping create and/or implement creative health solutions you should think about becoming a HRHN Network Member.

## What are the benefits of Network Membership?

Network Membership has many benefits. The following is a list of some our members enjoy:

Voice on what HRHN does  
Advocacy Partner  
Partner/Collaborator for Funding Opportunities  
Source for Technical Assistance  
Financial Benefits  
Antitrust Protection  
CON Priority  
Facilitating Partnerships to Address Community Need

## How does HRHN use Membership Fees?

HRHN is a heavily grant-funded organization (according to our last Audit, 97% of our revenues came from grants and 98% of our expenses were charged to our grants). Membership Fees typically go toward:

- Paying for our Annual Audit if needed;
- Cover costs between the end of one grant and the start of another; and
- Costs associated with providing member services.

## How do I become a Network Member?

To get more information about next steps in becoming a Network Member, please e-mail our Executive Director, **Melissa Thibodeau**, at [support@hrhn.org](mailto:support@hrhn.org). Also, feel free to check out our website, look at current Network Members and our Board of Directors. Any of our Board Members would be happy to discuss Membership with you.

Thank you for your interest in becoming a Network Member. We could always use more partners to make sure we are fully serving the entirety of the citizens of Charlotte, DeSoto, Hardee, Highlands, and Polk Counties.





Our partners at Tampa General Hospital offer Community Programs every month. These programs include, but aren't limited to caregiver classes and support, cancer support groups, mental health first aid, tobacco cessation, community medical support, town halls, and many more! Some of these community programs are even offered solely in Spanish!

You can check them out for yourself by visiting their calendar online at any time. You can [click here](#) to check out current offerings.



## **CORRECTED JOB ANNOUNCEMENT**

**TO APPLY FOR THIS POSITION, EMAIL A COVER LETTER AND RESUME TO: [INFO@HEALTHYSTARTHHP.ORG](mailto:INFO@HEALTHYSTARTHHP.ORG)**

**\*MINIMUM 2-YEAR COLLEGE DEGREE OR SHRM CREDENTIALS REQUIRED PRIOR TO HIRE\***

**JOB TITLE:** Office & Human Resource Manager

**SALARY RANGE:** \$43,680 Annually + Benefits

**REPORTS TO:** Executive Director

**EMPLOYMENT TYPE:** Full-time

**Job Goal:** *To ensure efficient and effective operations of the Coalition, through overall management of daily operations and human resource management.*

### **Office Management / IT Responsibilities**

- Responsible for the smooth, efficient and safe operation of a professional office atmosphere.
- Develop office policies and procedures and ensure they are implemented properly.
- Working knowledge and efficient use of all available office equipment such as computers, fax, copy machine, and postage machine, etc.
- Supervise Program / Human Resources Assistant; responsible for answering phones in their absence.
- In conjunction with the Program / HR Assistant, work with the technical support consultant to ensure staff computers, internet and all areas of IT are working efficiently.
- With assistance from the Program / HR Assistant, oversee the purchase of supplies for the office
- Work with vendors as needed to negotiate contracts for such things as: copy and postage machines, safety and fire alarms, office equipment, etc. with final contract approval from the Executive Director.
- Work with contracted maintenance and cleaning staff as well as Coalition staff to ensure facility is maintained clean and safe.

### **Human Resource / IT Duties and Responsibilities**

- Responsible for the daily management of human resources activities, primarily managing the administration of company programs, policies and procedures. Manage human resource processes for hiring and other related areas including new employee orientation (to include regular and contracted employees)
- Maintain oversight of all HR policies and staff member compliance of required forms.
- Handle all aspects of worker's comp (claims, paperwork, etc.)
- Issue annual contract training information for staff to complete and provide on-going up-to-date training as needed.
- Ensure job descriptions are up-to-date and compliant with all local, state and federal regulations.
- Reviews periodically the compensation salary schedule based on non-profit market research and makes recommendations.
- Investigate employee issues and conflicts and brings to resolution.
- Reviews and recommends policy and procedure update in compliance with federal and state employment regulations.

### **Other Duties**

- Oversee the set-up of meetings and trainings, such as preparing agendas, meeting packets, ordering food and organizing meetings.
- Maintain and update Coalition membership and corresponding database.
- All other assigned duties

### **Education / Training**

- Minimum 2-year college degree or SHRM credentials required with experience in Office and Human Resource management, preferably with a non-profit.

### **Qualifications**

- Experience with office management, human resources, risk management, facilities management and purchasing preferred.
- Knowledge of Microsoft Office (Word, Excel, Power Point, and Outlook)
- Ability to travel to Hardee, Highlands & Polk Counties on a limited basis.

### **Other**

- Proven team player
- Effective verbal and written communications skills
- Ability to become versed on state and federal contract requirements
- Ability to effectively organize work activities and complete tasks in a timely manner
- Must have valid driver's license, safe driving record, have reliable transportation and maintain own car insurance.
- Candidate will pass a level 2 AHCA background screening and drug test. Report results may impact ability to be employed.
- Position is located in Bartow, FL



Heartland Rural Health Network, Inc. is happy to share with you some great updates from our members and community partners! Thank you for your continued commitment to improving rural health care through your association with Heartland Rural Health Network. A full description of current Network initiatives can be found online on our website.

If the Network can partner with your organization on a project, please contact us to discuss. We value community partnerships to accomplish the mission of the Network.

Please feel free to forward this newsletter to a friend or colleague.



Heartland Rural Health Network, Inc.  
[www.hrhcn.org](http://www.hrhcn.org)

863.471.6007

**Mission:** Improving access to quality health care by implementing creative solutions in collaboration with network members and community partners.

**Vision:** To be a leader of innovative, collaborative, and quality driven rural health initiatives.

**2021 – 2022 Board of Directors:** Vince Sica, President; Blake Warren, Vice President; Heather Stephenson, Secretary/Treasurer; Robert Rihn, Past President; Denise Collazo, Holly Murphy, and Christen Johnson.



