

Job Title: HD CHW Program Project Director

Job Summary: Under the direction of the Executive Director the Project Director plans, organizes, monitors, and supervises all of the functions relating to the program to ensure its effectiveness in meeting the program goals and objectives it is designed to serve.

Job Qualifications:

1. A Bachelor's Degree in Health or Business with at least one (1) year of management experience involving multiple organizational arrangements or an Associate's Degree in a relevant field with five (5) or more years of documented management experience involving multiple organizational arrangements.
2. Excellent conceptual, management, organizational skills, writing, communication and teaching skills.
3. Must feel comfortable generating reports and making presentation to community agencies and organizations
4. Must have a professional appearance and demeanor
5. Must be computer literate and proficient in Word, Excel, PowerPoint, Survey Monkey
6. Must be persuasive and have the ability to bring individuals and groups having divergent opinions together
7. Should be a "team player" and someone who has excellent rapport with local agencies, including health professionals
8. Must be able to handle adverse situations and feel comfortable in a lead position

Essential Duties:

1. Serves as the main point of contact for grant related activities and works closely with the Executive Director to accomplish program goals and objectives
2. Market the HD CHW Program to all identified providers, and conduct outreach activities to engage Target Population.
3. Conduct frequent data review in conjunction with Staff and Consortium meetings.
4. Facilitate CHW training on creating customized case-management plans, utilizing the created pathways to care, motivational interviewing, and health education, as needed
5. Issue and assess surveys, as needed.
6. Ensure education and literature is culturally and linguistically relevant
1. Gathers and disseminates reports for federal, state, local and network members and health care providers utilizing the data tools available by deadlines
2. Plans and implements strategic changes to improve programs based PDSA and analysis
3. Assign caseloads to CHWs as referrals come in
4. Provide oversight and direction all program activities
5. Disseminate HD CHW Program information at the local, state, and federal level through presentations at various meetings
6. Work with any grant evaluator to collect pertinent project data and provide necessary documents and reports to grantor, as required
7. Participates in grantee workshops, technical assistance, conference calls, additional trainings relevant to these programs
8. Follow state legislation that impacts resources (CHW bills, ACA, etc.)
9. Other duties as assigned