

Position Description – July 29, 2016

Program Manager, North Central Accountable Community of Health (NC ACH)

Salary: \$4,730 to \$6,036 monthly (\$56,757 to \$72,437 annually) plus benefits.

(Line PP of the CDHD Wage Matrix.)

Hours: 40 hours/week (100% FTE), may include evening or weekend hours

Status: Regular, full-time, with benefits

Closing Date: Open Until Filled

The Position

Definition: The NC ACH Program Manager (PM) is responsible primarily for the planning and implementation of health improvement programs and initiatives of the newly created North Central Accountable Community of Health, under the direction of the NC ACH Executive Director (ED). At this time, Chelan-Douglas Health District (CDHD) is serving as the NC ACH Interim Backbone Organization, providing an administrative home for NC ACH. As a result, the Program Manager would be hired initially by CDHD and would report directly to the NC ACH Executive Director. NC ACH is considering whether to establish a nonprofit entity to provide backbone support to NC ACH, and if that happens the position would be transferred to that organization. Current funding for NC ACH operations is provided through grants from the Washington State Health Care Authority as part of the Healthier Washington initiative.

The North Central Accountable Community of Health is one of nine such organizations created statewide as part of the Healthier Washington initiative. The North Central region includes Okanogan, Grant, Douglas and Chelan Counties. More information on Healthier Washington can be found at <http://www.hca.wa.gov/hw/>. The NC ACH Governance Charter describes the organization's purpose as follows:

NCACH Purpose and Rationale

The purpose of the North Central Accountable Community of Health is to improve the health of our communities in Okanogan, Grant, Chelan and Douglas Counties through achievement of the Triple Aim, which includes:

- Improving patient care, including quality and satisfaction;
- Reducing the *per-capita* cost of health care, and;
- Improving the health of the population.

There is a diversity of opinion in North Central Washington about health care reform, but one common principle informs NCACH's work: major changes are coming to our health care system, and it is critical

for our communities to have a strong voice in that process. NCACH is the primary vehicle through which our communities can be heard and can participate in the process of change.

Information on NC ACH activities so far can be found at <http://www.mydocvault.us/>.

The primary role of the NC ACH Program Manager is to provide professional leadership to specific initiatives and programs that make up this effort, in addition to providing support to the Executive Director in managing the administrative operations of NC ACH. The Program Manager makes professional and technical decisions, exercising considerable independence in decision making on complex health improvement projects and initiatives. The ideal PM would be a highly professional self-motivated results-oriented manager with a broad understanding of health, including the social determinants of health, the health care system and the state agencies involved in the Healthier Washington initiative. The NC ACH Program Manager's work brings together multiple stakeholders and interested parties to create forward progress in transforming the public's health in our four-county region.

Essential Functions

- Manages the planning and implementation of NC ACH health improvement initiatives by working effectively with NC ACH partners such as the leaders of medical and behavioral health provider organizations, individual health care providers, social service providers, consumers, Tribal members and officials, elected officials, school officials, public health officials, media, state officials and others involved in efforts to improve the health of our communities.
- Understands, interprets and effectively explains data from a variety of sources on community health needs and resources and on the performance of the health care system.
- Learns and understands the needs and interests that motivate ACH partners.
- Provide effective supervision to other project employees the ACH may hire.
- Assists the Executive Director to develop and manage the NC ACH budget, ensuring budget compliance, monitoring, tracking; and ensures that all work stays within budgetary constraints.
- Write or help write funding proposals and progress reports to funding sources.
- Assists the ED to manage subcontracts when external expertise is required, within budget, ensuring that the contractor performs as agreed.
- Supports the ED in acting as spokesperson and public presence for the NC ACH and its community initiatives.
- Creates, reviews and approves summaries and/or reports which provide information, status updates and program justification for NC ACH programs and initiatives. Provides regular status reports to internal and external audiences. Flags issues that need attention from the ED, colleagues, ACH leadership, or the ACH partners.

- Assists the ED and NC ACH Governing Board to engage a wide range of stakeholders to ensure full representation and participation of groups and demographics associated with the work.
- Brings stakeholders together to analyze data, evaluate evidence-based projects, and implement projects that can effectively improve the public's health across the region.
- Prepares straw proposals, briefing documents, speaking points, presentations, reports, applications, budgets and/or other documents associated with moving work plans forward.
- Assists the ED in serving as liaison with the Washington State Health Care Authority, other ACHs in other regions, and other agencies involved in the Healthier Washington work.
- It is desirable, though not required, that the applicant has developed an understand of the point of view of clinical care givers, though experience working in clinical settings or related experience.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Can effectively use common office productivity software such as Microsoft Office.
- Performs other related duties as assigned.

Minimum Requirements

- Master's degree from an accredited institution in a job-related field and four (4) years of relevant professional experience; or a bachelor's degree from an accredited institution in a job-related field and at least six (6) years of relevant professional experience.
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates evidence of the knowledge, skills and abilities required to perform the duties of the position.
- Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the PM's personal motor vehicle on a regular basis (with mileage reimbursement), and proof of appropriate auto insurance.

To Apply or for More Information:

Submit a resume and CDHD Application for Employment (available at <http://www.cdhd.wa.gov/About%20Us/Employment/docs/ApplicationforEmployment07072016.pdf>) via email or hard copy to:

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