

Associate Director, Health Initiatives

Job Title: CI – Associate Director, Health Initiatives		
Department:	Community Investment	
Location:	Cleveland	
Reports To:	VP, Community Investment	
Direct Reports:	n/a	
Full or Part Time Status:	Full Time	
FLSA Status:	Exempt	
Standard Work Schedule:	8:30 a.m. – 5:00 p.m., Monday through Friday, evenings and weekends as needed	
Original Date: Not Set	Revision Date: 4/27/2021	Date Approved: 04/27/2021

Purpose of Position:

This position reports to the Director, Health and leads the charge on assigned projects, grants, and processes across health-related initiatives. The individual in this role supports internal logistics, strategic planning, and facets of implementation for the Community Investment department through robust project management.

United Way of Greater Cleveland’s Health initiatives focus beyond the delivery of medical health care itself to broader issues impacting health such as social determinants of health, behavioral health and addiction, and trauma. The position includes administration of private and publicly funded projects aimed at improving health through partnership and coordination across sectors. An ideal candidate has project management experience in health care and/or social services including development and improvement of processes and workflows, defining metrics and designing systems to measure progress and effectiveness, managing budgets, convening stakeholders across sectors, and internal and external communications.

In Year 1, the Associate Director will oversee the ongoing functioning of the Accountable Health Communities award issued to United Way of Greater Cleveland (UWGC) by the Center for Medicare and Medicaid Services (CMS). This is a 5-year, multimillion-dollar project expected to end April of 2022 and activities will transition and expand to ongoing and emerging efforts to align health and human services. UWGC serves as the bridge organization for the award, coordinating a wide range of partners in efforts to systematically link the health care and social service sectors. The position will evolve to support ongoing projects that bridge health and human services and initiatives to improve health outcomes broadly.

Duties and Responsibilities:

- **Essential Job Functions/Key Accountabilities:**
 - Management and accountability for achieving goals, milestones, and outcomes of AHC and other health-related projects, such as novel financing mechanism (CAPGI) to address social determinants of health.
 - Research emerging best practices on addressing social determinants of health, including financing models, sharing data, contracting, and facilitating collaboration

The statements contained herein reflect general details as necessary to describe the principal functions of the job, level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Duties, responsibilities, and activities may change at any time with or without notice.

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- Participate in relevant community task forces
 - Actively coordinate with internal departments, health care stakeholders, and community-based partners supporting AHC and other health-related efforts.
 - Cultivate productive working relationships with key community leaders, partners, and staff. Convene and facilitate meetings with partners.
 - Support the collaborative revision and execution of a comprehensive action plan to guide the on-going AHC efforts and other emerging projects.
 - Participation in and, as necessary, coordination with CMS-led meetings.
 - Development and submission of all quarterly and annual progress reports and required documents.
 - Data collection and submission for UWGC, partner, and CMS monitoring and evaluation purposes.
 - Update and monitor project budgets, including contractor invoicing processes and compliance with accounting practices, in coordination with UWGC Finance Department.
 - Assist in coordinating advisory board meetings as necessary.
 - Facilitate appropriate data sharing among model participants and advisory board.
 - Coordinate collection and analysis of QI measures in consultation with Better Health Partnership.
 - Manage relationship and deliverables with consultants sub-contracted under this grant.
 - Other duties as assigned.
- **Other Duties**
 - Other responsibilities as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications:

- Bachelor's degree required in a related field.
- Minimum of 5 years of experience in a nonprofit organization working with community programs. Education may count towards years of experience.
- Demonstrated experience in project management
- Experience managing/interacting with government grants. Experience specifically with federal grants, is preferred.
- Successful track record in setting priorities, organization and problem-solving skills which support and enable sound decision making among a broad group of stakeholders.

Specialized Knowledge, Skills & Abilities (KSA)

- Technology savvy with experience. Demonstrated ability in basic Microsoft Office Suite applications (excel, word, power point, visio, share pointe). Experience with project management tools is a plus.
- Experience working across diverse populations, particularly in the interests of low-income communities and communities of color. Commitment and experience applying a racial equity lens to projects.
- Leadership and project management experience, such that deliverables are clear to all partners and are met on time and on budget.
- Analytical and creative problem solving
- Excellent oral and written communications skills, adaptable to many different stakeholder's communication styles
- Proactive, flexible and team player

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- Attention to detail and accuracy
- Empathy, thoughtfulness, and energy.
- Experience with grant management, especially federal grant management.
- Maintain integration in the community as a United Way of Greater Cleveland representative to anticipate social trends, community concerns, emerging best-practices, and political and service delivery issues, particularly in relation to healthcare and social determinants of health. Use this knowledge to support the relevancy of the United Way of Greater Cleveland.

Work Environment/Physical Demands (if any):

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential job functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Working conditions are normal for an office environment which includes but not limited to the following:
- Some local travel/occasional overnight travel
- Ability and means to travel on a flexible schedule as needed, proof of liability and property damage insurance on vehicle used is required
- Occasionally required to stand' walk; sit; use hands to fingers; hand or feel objects; tools or controls; reach with hands and arms; talk and hear
- Employees may need to occasionally lift up to 25 lbs
- The noise level in the work environment is usually minimal

Employee Acknowledgement:

I confirm that I have received a copy of this job description and acknowledge my responsibility to review it and to discuss with my manager any part I do not understand.

Employee's Name: _____
(Please print name above)

Employee's Signature

Date Signed

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