



JOB DESCRIPTION

POSITION:

Reports to:

Approved:

Revised:

Department:

FLSA:

Population Health Director

Chief Medical Officer

4/30/2021

4/6/22

Administration

Exempt

Basic Function: Operational responsibilities of this position include the management of various grants and evaluation of the respective programs; technical assistance to internal and external customers; education services to providers and staff; foster community collaboration; and, preparation of reports. Management and development of population health activities and Community Health Worker (CHW) staff. Specific responsibilities within the general scope of the position will be assigned.

Essential Functions:

1. Develops, implements, and evaluates programs that provide services to the public.
2. Conducts fiscal and program monitoring to ensure compliance with contract and established clinical, fiscal and administrative program standards.
3. Works collaboratively with funding agencies to develop outcome measures and implement quality improvement initiatives.
4. Participates in the development and administration of grant program budget.
5. Develops policies and procedures related to specific grants and programs.
6. Develops and implements clinical education and training as needed.
7. Completes program and fiscal reports to funding sources.
8. Provides technical assistance to direct service providers.
9. Prepares reports and issues requests for proposals as needed.
10. Collaborates with other organizations to promote coordinated planning and utilization of resources.
11. Assures grant/contract and regulatory compliance.
12. Supervise and evaluate employees.
13. Ensure Community Health Workers (CHWs) receive appropriate training, support and supervision.
14. Manage Community Health Workers (CHWs) in a manner that best supports population health and value based contract activities.
15. Develop programs and services that support the management of various patient populations in an effort to improve health outcomes.
16. Interprets guidelines and rules.
17. Prepares and maintains records and reports.
18. Designs, conducts and evaluates community outreach.
19. Provide ongoing evaluation of the quality and effectiveness of education activities to ensure compliance with specific Grant, CCHC Policy, State and Federal requirements.
20. Complies with CHC Standards of Conduct, Code of Conduct and Corporate Compliance.

Secondary Functions:

1. Considerable knowledge of: Public program planning, development and management.
2. Knowledge of State and federal program guidelines and regulations.

3. Knowledge of community resources and referral options.
4. Principles and practices of effective supervision.
5. Grant writing, development, and management.
6. Developing and maintaining positive relationships with a culturally diverse client population.
7. Evaluating program outcomes and developing appropriate solutions to problems.
8. Manage multiple projects and meet specific deadlines.
9. Address and motivate the public and professional groups.
10. Prepare and maintain complex reports and records.
11. Manage grants/contracts.
12. Establish and maintain effective working relationships with employees, other agencies and the public.
13. Follow written and verbal instructions.
14. Strong written and oral communication skills.
15. Understands role in Disaster Plan and that safety is a condition of employment.
16. Follows CHC's policies and procedures.
17. Serves on various CHC and community committees as required/requested.
18. Attends meetings, seminars, and conferences as appropriate to ensure skills and knowledge remains current.
19. Other duties as assigned.

Minimum Qualifications:

1. Ability to perform each essential function duty satisfactorily with or without reasonable accommodation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Supervisory/managerial experience.
3. Possess a valid driver's license.
4. Ability to read, write and speak English.
5. Good interpersonal and human relations skills are required. Must possess skills to empathize and care for a variety of patients, including low-income and diverse cultures and treat everyone (internal and external customers) with respect and dignity.
6. Ability to maintain confidentiality at all times in all situations and follow the laws and intent of the most current HIPAA laws and regulations and Canyonlands' security and privacy policies.

Preferred Qualifications:

1. Bachelor's and/or Master's degree preferred but not required. Experience with health services administration, public administration or related field. A combination of education and experience to meet the minimum requirements will be considered.
2. Three to five years progressive management experience.
3. Bilingual (English/Spanish/Navajo) proficiency preferred.
4. Knowledge of Microsoft programs with the ability to effectively communicate using Outlook.

Appearance Standards:

This position shall follow the appearance standards as outlined in Canyonlands' Personnel Policy "*Personal Appearance*".

Physical Requirements:

Administrative Clinical Staff - All Levels				
	Not Applicable	Occasionally	Frequently	Constantly
Stand			X	
Vision - near				X
Vision – w/assistance				X
Walk		X		
Sit			X	
Handling				X
Reach outward			X	
Reach above shoulder			X	
Climb	X			
Crawl	X			
Squat/kneel		X		
Bend		X		
Lift/Carry				
10 lbs or less		X		
11-20 lbs		X		
21-50 lbs		X		
51-100 lbs		X		
Over 100 lbs	X			
Push/Pull				
12 lbs or less		X		
13-25 lbs		X		
26-40 lbs		X		
41-100 lbs	X			
Not applicable	Activity does not apply to this position			
Occasionally	Position requires this activity up to 33% of the time (0-2.5 hrs per day)			
Frequently	Position requires this activity from 33%-66% of the time (2.5-5.5 hrs)			
Constantly	Position requires this activity more than 66% of the time (5.5 hrs +)			

OSHA CATEGORY CLASSIFICATION:

I understand that the duties that are required of me place me in a Category II.

While performing the duties of this position, the employee is exposed to weather conditions prevalent at the time. The employee may experience exposure to dust, pollens, pollutants, fumes, and communicable diseases as related to the health care environment. The noise level in the work environment is usually moderate.

Travel is is not required. It is anticipated that travel will be: 5% – 10% 10% – 25%
 25% – 50% 50%-75% 75% - 90%

Canyonlands requires all employees to be fully vaccinated against Covid-19 as a condition of employment. Employees may request exemption from the vaccine requirement for medical or religious reasons.

Canyonlands requires all staff to be vaccinated for Flu, Hep B, MMR, Tdap, and Varicella. New employees must be screened for Tuberculosis.

The specific statements shown in each section of this Job Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to perform the job successfully. The job's responsibilities/tasks may be modified and/or expanded over time. **Canyonlands will inform the employee when changes in the respective job description are made.**

I have read and understand the duties / physical requirements indicated in this job description and acknowledge that I am able to perform these duties with or without reasonable accommodation. **I understand that failure to adhere to these responsibilities could be grounds for disciplinary action.**

Print Name

Signature

Date