



Position Title:	COMMUNITY HEALTH PROGRAM MANAGER
Exemption Status:	Exempt
EEO Job Classification:	Management
Department:	Administration
Reports to:	CEO
Last Update:	10-8-2018

Job Summary:

The Community Health Program Manager for the Petaluma Health Care District (PHCD) works closely with the Chief Executive Officer (CEO) to develop and drive the District's Community Health Strategic Priority. This includes building upon the success of PHCD's community initiatives, engagement and community health resources and investments. The Manager ensures the District's community health and wellness efforts are data-driven, informed by best practices and are responsive to the specific needs and assets of the community. The Manager will work with other community and regional leaders and organizations to identify and prioritize the greatest needs in southern Sonoma County, align efforts and share best practices. A key component of the Managers role is to partner and collaborate with internal and external stakeholders.

This is an exempt position reporting to the CEO.

Core Values:

- Collaboration:** Demonstrates teamwork and recognizes the ability to achieve our mission and vision is a shared responsibility.
- Commitment:** Demonstrates follow through and accountability to individual and group work. Honors commitments that are made to others.
- Dignity:** Demonstrates respectful communication in all interactions, strives to understand and incorporate diverse people and viewpoints.
- Excellence:** Demonstrates high standard of performance and seeks excellence through continuous quality improvement. Supports culture of trust and promotes growth by providing feedback and recognition of others.

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Innovation: Demonstrates openness to new ideas and makes recommendations to change processes to improve efficiencies and effectiveness.

Integrity: Demonstrates open and honest communication and adheres to the highest ethical standards.

Social Justice: Demonstrates commitment to the health and wellbeing of others and advocates for those who are most vulnerable or in need.

Essential Functions:

1. Engage in the District's strategic planning process to plan and implement the community health strategic priority and manage to desired outcomes.
2. Provide a collaborative lead role as the Community Health liaison to oversee and drive a successful implementation of the Districts community health initiatives, including but not limited to, CHIPA and HeartSafe Community.
3. Manage community health internship program.
4. Manage scope of work, action plan and reporting requirements to maintain Health Action Petaluma Chapter status and serves as a leader to other chapters.
5. Research, formulate, seek and manage grants/funding sources to support community health initiatives.
6. Manage the District's grant and sponsorship funding to ensure funds are allocated to address the greatest health priorities in southern Sonoma County.
7. Develop and manage community health and sponsorship budget.
8. Facilitates and manages community partnerships with Sonoma County Department of Health and Human Services and local school districts, community groups, non-profits and other agencies to maximize the collective impact for improving the health of the Petaluma community.
9. Develops and presents formal presentations in group and community settings.
10. Oversees District Website, social media outreach and community health marketing efforts.
11. Ensure work aligns with the overall District Strategic Plan including PR/Communication key messaging.

Additional Responsibilities:

- Performs other duties as assigned to support the District's strategic plan, goals and initiatives. Assists with special events as needed. Seeks continuous improvement in all areas of responsibility.

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Knowledge / Skills / Abilities:

- Ability to provide organizational and facilitative leadership within a community collaborative.
- Ability to communicate effectively to diverse external and internal stakeholders to raise their consciousness on the health and health care needs of the community.
- Knowledge of and experience in population health data interpretation and planning, as well as public health concepts in relationship to improving the health of the community.
- Knowledge of local community dynamics, including demographics, community-based organizations, local government and businesses.
- Experience in program planning, designing, management, and the evaluation of outcomes.
- Ability to identify, obtain and monitor grant funding opportunities and to perform grant management.
- Excellent problem solving and organizational skills with the ability to recognize priorities and make changes as priorities shift.
- Ability to build rapport with community partners, identify community assets and engage community.
- PC literacy and research.

Position Qualifications:

- Bachelor Degree required, Masters Degree preferred.
- 3 years experience coordinating community based projects, administrative experience with program development, data management, and working with multiple agencies.

Environmental Conditions:

- Works in an office environment. May need to travel throughout the county. No specific risks expected. No expected risk of exposure to blood borne pathogens and other hazards.

Physical Requirements:

- Ability to arrangement tables and chairs for meetings, lift, load, bend and haul items to meeting/forum locations. Fair amount of sitting and computer use.

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The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read and understand this position description.

Employee's signature

Date