Program Assistant - Job Announcement
(Independent Contractor/Part-Time)
April, 2020

The Health Consortium of Greater San Gabriel Valley (Health Consortium) is looking for a Program Assistant to provide administrative, coordination, programmatic and technological assistance to the Health Consortium’s Director. Established 20 years ago in 2000, the Health Consortium is a broad-based collaborative of area organizations that are aligned with the Health Consortium’s mission to strengthen the health care safety net and optimize seamless access to high quality physical health, mental health and substance use disorder services in the Greater San Gabriel Valley. Health Consortium participants include community health centers and clinics; hospitals; the Los Angeles County Departments of Health Services, Public Health and Mental Health; mental health and substance use service providers; university representatives, and other nonprofits. A two-page overview of the Health Consortium is included at the end of this Job Announcement.

**Job Responsibilities**
Under direction from the Health Consortium Director, responsibilities will include:
- Attending in-person meetings *, teleconferences and webinars and taking meeting notes as well as reporting on items as appropriate. Preparing meeting notes for distribution.
- Researching technology platforms to support a four-part webinar series in 2020 and managing the technological aspects of producing the webinar series.
- Developing a social media presence for the Health Consortium of Greater SGV on two platforms (e.g., Facebook, Linked-In).
- Updating the Health Consortium’s website.
- Assistance with designing, compiling and launching survey tools and other assessment and evaluation activities using Survey Monkey and other electronic modalities. Compilation and documentation of findings from assessment and evaluation activities.
- Assistance with scheduling meetings as well as coordinating meeting logistics and refreshments with site liaisons.
- Creating rosters, sign-in sheets and meeting schedules for multiple committees.
- Drafting bi-monthly communications and monthly meeting announcements using Constant Contact and updating contact lists. Manage RSVP lists.
- Preparing event invitations on Eventbrite and managing RSVPs.
- Completing forms and maintaining project documentation and files, including copying and scanning materials as needed.
- Conducting internet research and compiling relevant sites and materials.
- Other duties as assigned.

* In-person meetings are suspended until further notice.
Structure of the Position
The Program Assistant position will work as an independent contractor under sub-contract with the Health Consortium Director. The position is grant-funded for approximately 16 hours per week at a rate of $22/hour through March 31, 2021. Funding is secure at eight hours per week beyond that through March 31, 2022. Additional funding will be pursued to bring the second year up to 16 hours per week as well.

As an Independent Contractor, the Program Assistant will be expected to provide and be responsible for his or her own workspace, email address, telephone and wi-fi connectivity. Personal access to these items is required for the position and will not be provided, funded or reimbursed through this contract. Funding is available through the grant to provide a laptop for use during this project, reimbursement for mileage and limited office supplies. No other types of fringe benefits, insurance or reimbursements will be provided.

Qualifications and Experience
• Any combination of background and experience that qualifies the candidate to fulfill these responsibilities. Some college experience preferred, particularly in the areas of public health, community health, nursing, social work, health administration or similar fields.
• Expertise in Microsoft Office products (Word, Excel, Power Point).
• Experience in establishing social media profiles and blasting information, developing or updating websites and using video or web conferencing technology platforms.
• Familiarity with Google Docs, Constant Contact and/or Survey Monkey a plus.
• Strong organization and prioritization skills; adept at managing multiple tasks.
• Ability to create organized and professional-looking documents.
• Strong written and verbal communication.
• Ability to self-manage and to work independently, but also to work as part of a team.
• Responsive to direction from supervisor in a timely and professional manner.
• Interest in the mission and work of the Health Consortium of Greater San Gabriel Valley.
• Valid California driver’s license

How to Apply
Send a cover letter, resume and two personal or professional references (including name, relationship, phone number and email address) to Deborah L. Silver (Health Consortium Director) at HealthSGV@gmail.com. This position will remain open until filled. Please direct any questions about the position to this email address as well.
Established 20 years ago in 2000, the Health Consortium of Greater San Gabriel Valley (Health Consortium) is a broad-based collaborative of area organizations that are aligned with the Health Consortium’s mission to strengthen the health care safety net and optimize seamless access to high quality physical health, mental health and substance use disorder services in the Greater San Gabriel Valley. Health Consortium participants include community health centers and clinics; hospitals; the Los Angeles County Departments of Health Services, Public Health and Mental Health; mental health and substance use service providers; university representatives, and other nonprofits. Heluna Health serves as the fiscal sponsor for the Health Consortium.

**Health Consortium Strategic Plan Goals, 2019-2024:**

1. *Build capacity* of Health Consortium members to support seamless, integrated access to services;
2. Plan and implement *programs and initiatives* to advance seamless integration of physical health, mental health and SUD services;
3. Build the presence, visibility and reputation of the Health Consortium in the wider community through strategic partnerships and improved communications, both internally and externally; and
4. Invest time and resources in development of infrastructure and a financial model to ensure long-term sustainability.

**Health Consortium Full Group**

The Health Consortium hosts bi-monthly Full Group meetings that include opportunities for strengthening the local health care network, sharing opportunities and lessons learned, identifying common issues of concern for further exploration, presentations on relevant topics, and discussing emerging issues. Full Group meetings are open to all.

**Health Consortium Steering Committee**

The Health Consortium’s Steering Committee is the decision-making body for the Health Consortium and is involved in operational oversight as well as strategy development, helping to set the direction of Consortium activities within the framework of the Strategic Plan. The Steering Committee includes up to 19 individuals elected by current members.

**Health Consortium Co-Chairs**

The two current Health Consortium Co-Chairs are Nancy Clifton-Hawkins, Community Benefit Manager at City of Hope and Lelenia Navarro, Chief Operating Officer at East Valley Community Health Center. The Co-Chairs provide overall leadership to the advancement of Health Consortium priorities and business. They are responsible for setting meeting agendas, leading meetings and providing general oversight to ensure implementation of the strategic plan.
Current Health Consortium Initiatives (FY 2019-20)

1) Greater SGV Hospital Collaborative: With support from UniHealth Foundation and City of Hope, the Health Consortium is convening and facilitating a collaborative of six area nonprofit hospitals to both (a) work collaboratively to streamline and coordinate their Community Health Needs Assessments in the 2019 cycle; and (b) develop a coordinated strategy to address a mental health need in the Greater SGV. The Health Consortium is also facilitating participation in a Homelessness & Health Care Patient Navigator pilot project with these hospitals and the United Way of Greater Los Angeles.

2) Health Integration Initiatives: The Health Consortium convened two Health Integration Summits in the Spring of 2019 that were attended by over 130 representatives from health, mental health and SUD service organizations. Four primary recommendations resulted from a review of participant input:
   1. Build relationships and networks across systems/service types.
   2. Increase capacity, engagement and awareness of community resources among Primary Care Providers and other physical health, mental health and SUD providers through education & multi-disciplinary training.
   3. Improve/streamline referral processes and care coordination through facilitation of shared information across providers.
   4. Raise community awareness to reduce stigma and support health integration policy.

   The Health Consortium received a grant from the Health Net to develop and implement a Health Integration Webinar Series in calendar year 2020. The Integration Committee is overseeing design and implementation of the training program.

3) SPA 3 Community Health Center Work Group: The Health Consortium periodically convenes CHCs from across the area to facilitate sharing of ideas for collaboration to effect change across the service areas. Priority areas include the opioid epidemic, diabetes and data sharing.

4) Information Sharing: The Health Consortium regularly disseminates health-related information, conferences, training opportunities/webinars and local events to a large listserv of approximately 250 stakeholders.

Previous Accomplishments
The Health Consortium has led many initiatives and grant-funded projects to improve health in the Greater San Gabriel Valley community, including:
- Reducing patient barriers and facilitating access to specialty care for uninsured, diabetic patients through a Patient Navigator at the LAC+USC Appointment Service Center.
- Convening local Roundtables to increase knowledge and skills among care coordinators at health centers that refer to LAC+USC Medical Center.
- Convening Forums to improve communication and referrals across agencies and systems.
- Development, implementation and/or support of direct service programs, including collaborative retinal telehealth, colorectal cancer screening and teledermatology.

For more information, please contact Deborah L. Silver, Director, at HealthSGV@gmail.com