



HEALTH ALLIANCE OF NORTHERN CALIFORNIA

Job Description

Position: Associate Director, Rural Health Transformation

**This is an Exempt Position. Salary Range \$125,000-\$175,000
Remote-Based out of Redding, CA**

HANC as an organization has two goals-1. Provide support to its members to be strong community health centers; and, 2. Increase collaboration with HANC member community partners to ensure a seamless system of care. The Associate Director, Rural Health Transformation has the overall responsibility for achieving outcomes towards these goals in the areas as articulated in the HANC Strategic Plan. They are consultative and performance-oriented individuals who possess a sincere belief and understanding of the importance of the mission of the organization, and have the ability to communicate that mission internally and externally.

POSITION DESCRIPTION

The Associate Director, Rural Health Transformation is responsible for providing leadership and support to HANC member community health centers or their collaborative partners in local or regional health delivery system transformation.

REPORTING RELATIONSHIPS

The Associate Director, Rural Health Transformation reports to the Executive Director and supervises staff, consultants and vendors as needed.

WORKING ENVIRONMENT

Work is performed primarily virtually with outside travel as required.

QUALIFICATIONS

Education and Experience

B.A. or B.S. degree in public health, health care administration, epidemiology, or related field. Master's degree preferred. (Relevant work experience may substitute for education on a year-for-year basis) - and -

Minimum of ten years work experience in community wide health planning and development with demonstrated success in performing the duties similar to those outlined in this job description.

Knowledge of:

- Health, Psychology, licensed field or special field of interest that directly pertains to current work/project.
- Principles and practices of community organization and development;
- Modern methods of developing, implementing, coordinating and evaluating health programs;
- Principles of supervision, training, and employee evaluation;
- Principles of marketing and public relations;
- Fiscal monitoring and budget techniques;
- Grant writing techniques and administration.

Able to:

- Work within an administrative capacity without providing direct services to consumers;
- Plan, organize, develop, implement, and evaluate health delivery system transformation programs;
- Assign, schedule, supervise, and evaluate staff and/or consultants;
- Coordinate effective meetings and/or community education programs for HANC members and their partners;
- Effectively represent HANC with the public, community organizations, and other government agencies;
- Establish and maintain cooperative working relationships;
- Communicate effectively orally in order to give presentations;
- Communicate effectively in writing;
- Develop and administer grants; and,
- Develop and monitor a budget.

Special Requirements

Possession of a valid California driver's license issued by the Department of Motor Vehicles, and proof of current automobile insurance.

Typical Physical Requirements

Sit for extended periods; lift and move objects weighing up to 25 pounds; able to see, hear, speak, and write to successfully perform job duties and responsibilities and efficiently use office equipment including computers, printers, etc. Ability to drive long-distances in a vehicle.

JOB RESPONSIBILITIES

1. *Collaborative Planning and Strategy*- Supports transformation efforts to improve the system of care in HANC's service area. Participates in the preparation of short-term and long-range plans and budgets based on broad organizational goals and growth objectives.
2. *Rural Health Issues*- Researches issues affecting rural health care delivery in Northern California. Compile and disseminate briefs and/or newsletters to members and others.
3. *Rural Data*- Analyzes demographic, services and needs data to help determine areas of unmet need.
4. *Relationships*- Develops and maintain effective relationships with key stakeholders, funders, health plans and other public officials. Establish and/or participate in partnerships with community organizations in order to engage the broader health community in raising public awareness of issues affecting rural health.
5. *Project Collaboration*- Collaborates with community health centers, regional and state consortia, local healthcare collaboratives, funders, and other partners to enhance the capacity of clinics and their partners to implement programs to improve rural health care.
6. *Fund Development*-Seeks funding either through grants or contributions to advance HANC's strategic plan.
7. *Project Management*- Manages grants and other funding to support HANC's initiatives.
8. *Operations*-Works with Executive Director to determine the optimal organizational structure, systems, and process to adequately support members clinics and collaboratives as well as maintain internal effectiveness while minimizing administrative costs.
9. *Administration*- Other administrative functions include writing reports to funders and partners, supervising HANC Team Members and interns and drafting of contracts and agreements.
10. *Fiscal*- Monitors program budgets, make recommendations to the Executive Director for budget allocations.

HANC EMPLOYEE PERFORMANCE EXPECTATIONS

At HANC, all employees are held to the same set of performance expectations. These 10 expectations comprise an important part of the HANC Performance Evaluation criteria upon which all staff are evaluated annually. HANC bases hiring and ongoing employment decisions on these 10 criteria, among other things, and believes that these expectations are one of the factors distinguishing our organization for its responsible and excellent performance.

1. *Availability/ Attendance* – The extent to which an employee is punctual, observes work break/ meal periods and has an acceptable attendance record.
2. *Productivity* – Consistently produces the quantity and quality of work necessary to meet predetermined schedules and goals.
3. *Flexibility* – Demonstrates willingness and ability to make changes to job duties and work performance according to needs of organization.
4. *Judgment* – Independently analyzes a situation, anticipates and/or recognizes problem areas, and takes appropriate course of action, including notifying supervisor, as needed.
5. *Communication* – Effective clear expression of ideas to individuals or groups. Includes verbal, written documents, organization, gestures, and nonverbal communication.
6. *Interpersonal Relationships* – The extent to which an employee is willing to cooperate with, communicate with and respect co-workers, supervisors, and subordinates. Employee demonstrates this through their daily interactions with others.
7. *Teamwork* – The extent to which an employee is willing to work together with others to achieve a greater outcome than the added total of each employee performing separately.
8. *Initiative/ Excellence* – The extent to which an employee looks for continuous improvement in work processes and organizational structure, while maximizing the services provided. The ability to generate new ideas that result in new or improved processes, methods, systems, products or services that support the HANC mission.
9. *Self Development* – The extent to which an employee is willing to learn new things, grow and change based on an assessment of their personal strengths and weaknesses.
10. *Customer Service* - The extent to which the employee is dedicated to meeting the expectations and requirements of internal and external customers. The ability to establish and maintain effective relationships with customers and gains their respect and trust.

For more information please contact:

Doreen Bradshaw, Executive Director

doreen@thehanc.org