



JOB DESCRIPTION

Job Title: PATH CITED Project Director

Reports to: Project Director
FLSA Classification: Exempt FT

Entity: Children & Families Coalition of OC
Supervises Others: Yes

SUMMARY:

Providing Access and Transforming Health Capacity and Infrastructure Transition, Expansion, and Development (PATH CITED) is a dynamic initiative aimed at enhancing the capacity and infrastructure of community-based organizations. The primary focus is on facilitating the transition, expansion, and development of CalAIM Enhanced Care Management (ECM), Community Supports (CS), and Community Health Workers (CHWs) with the ultimate goal of improving healthcare delivery and outcomes in partner communities.

Job Overview: PATH CITED Project Director will play a pivotal role in overseeing and guiding the initiative's transition, expansion, and development efforts of CalAIM Enhanced Care Management (ECM), Community Supports (CS), and Community Health Workers (CHWs) with our partner community organizations. This position requires a strategic thinker with strong project management skills, strong community relationships, and the ability to collaborate effectively with partner community-based organizations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and implement supports for the transition, expansion, and development of Enhanced Care Management (ECM), Community Supports (CS), and Community Health Workers (CHWs) with our CBO partners and oversee the design and implementation of related network infrastructure. Collaborate with key stakeholders to align CalAIM project goals with organizational objectives.

Project Management:

Lead and coordinate all aspects of the PATH CITED initiative, ensuring projects are delivered on time and within budget. Utilize project management methodologies to monitor progress and address challenges promptly.

Additional Responsibilities:

- Maintains current knowledge of and complies with organizational and department policies and procedures.
- Meets all applicable safety requirements for the position and work environment.

Education and Experience:

- Master's degree in Public Health, Social Work, Public Administration, or other related field.
- At least 10 years of experience in program supervision and management, public policy development, healthcare systems design, and private and public funding
- Demonstrated experience with, and substantial knowledge of, Medi-Cal billing systems, patient referral systems, EHRs, and integrated platforms for delivering healthcare services across a network of organizations.
- Demonstrated experience with, and substantial knowledge of, applying quality improvement processes and measurements to operations related to healthcare delivery.
- Excellent planning, organizing, problem-solving, and multi-tasking skills.

- Demonstrates a high level of initiative and possesses the ability to work independently with confidential information.
- Excellent people, managerial, and oral and written communication skills.

COMPUTER & EQUIPMENT SKILLS:

- Proficient use of Microsoft Office applications, including Word, Excel, PowerPoint, and Outlook.
- Previous experience with virtual learning tools (webinar, e-learning, and learning management systems) required.
- Previous experience with Salesforce, Constant Contact, MailChimp and FormStack preferred.
- Has good general knowledge of computer operations and Internet usage; uses a keyboard and calculator proficiently and with a high degree of accuracy.
- Comfortable learning new software and database systems.
- Uses typical office equipment.

PHYSICAL JOB REQUIREMENTS:

- Sits for extended periods of time at a computer station or work desk. Stands and walks throughout the day.
- Uses hands and fingers to operate computers and office equipment for up to 8 hours or more each day.
- Requires clear vision at 20 inches or less with or without corrective lenses and vision sufficient to use equipment and drive a car safely.
- Hearing and speech within normal ranges and sufficient for clear communication face to face and on the telephone.
- Lifts up to ten pounds regularly and twenty-five pounds occasionally.
- Exposed to typical office environment conditions and noise levels.

MENTAL AND REASONING REQUIREMENTS:

- Uses critical thinking skills to create documents and spreadsheets and interpret information furnished in written, oral, diagram, or schedule form.
- Able to set goals based on available information and to plan work to meet deadlines. Able to project likely future occurrences based on current or historic data.
- Uses decision-making skills and judgment to work independently to resolve problems; able to identify those situations that require supervisor intervention for a solution.
- Able to formulate appropriate responses to requests for services and information from internal or external customers.
- Able to understand, comply, and implement established processes, practices, and systems.
- Uses skill and judgment to ensure written or verbal outputs are clear, accurate, grammatical and of appropriate tone.
- Able to present effective and compelling messages to individuals, groups, and the public.

OTHER JOB REQUIREMENTS:

- Professionally represent the Coalition in external meetings, collaborations, and community events.
- Attends meetings and trainings as requested.
- Assists with other duties as assigned on a regular or occasional basis.
- Drives personal car on business; maintains a driving record and personal car insurance in accordance with organization's policies and provides related records if requested.

Pay Range: \$75,000-\$85,000

To apply, please send resumes to vbrouks@childrenandfamiliescoalition.org

OneOC/CFCOC is proud to be an equal opportunity employer.