

## **Position Description – September 14, 2017**

### **Program Development Specialist,**

### **North Central Accountable Community of Health (NCACH)**

Salary: \$4,508 to \$6,036 monthly (\$54,094 to \$72,437 annually) plus benefits.

(Line P or PP of the CDHD Wage Matrix, depending on credentials and experience.)

Hours: 40 hours/week (100% FTE), may include evening or weekend hours

Status: Regular, full-time, with benefits, union membership required.

Starting Date: ASAP      Closing Date: Open Until Filled      Work Location: In North Central Region

#### **The Position**

Definition: The NCACH Program Development Specialist (PDS) is responsible primarily for developing project plans, working with community health partners on health improvement programs and initiatives, and ensuring NCACH obtains meaningful community and partner input in the region. Chelan-Douglas Health District (CDHD) is serving as the NCACH Backbone Organization, providing an administrative home for NCACH. As a result, the Program Development Specialist would be employed by CDHD and would report directly to the NCACH Executive Director. Current funding for NCACH operations is provided through contracts from the Washington State Health Care Authority as part of the Healthier Washington initiative.

The North Central Accountable Community of Health is one of nine Accountable Communities of Health created statewide as part of the Healthier Washington initiative. The North Central region includes Okanogan, Grant, Douglas and Chelan Counties. More information on Healthier Washington can be found at <https://www.hca.wa.gov/about-hca/healthier-washington>. The NCACH Governance Charter describes the organization's purpose as follows:

#### **NCACH Purpose and Rationale**

The purpose of the North Central Accountable Community of Health is to improve the health of our communities in Okanogan, Grant, Chelan and Douglas Counties through achievement of the Triple Aim, which includes:

- Improving patient care, including quality and satisfaction;
- Reducing the *per-capita* cost of health care, and;
- Improving the health of the population.

There is a diversity of opinion in North Central Washington about health care reform, but one common principle informs NCACH's work: major changes are coming to our health care system, and it is critical for our communities to have a strong voice in that process. NCACH is the primary vehicle through which our communities can be heard and can participate in the process of change.

Information on NCACH activities so far can be found at [www.ncach.org](http://www.ncach.org).

The initial role of the NCACH Program Development Specialist is to assist in the design and development of project proposals and plans for these health improvement initiatives, and ensure community input is

incorporated into the development of the project plans. Research into evidence-based interventions to be used in these projects will be an important early responsibility. Development of cooperative agreements and other plans involving community health partners will be an important aspect of project plan development, as will the analysis of community health information and other data related to design of the initiatives. Since the expected initiatives involve the improvement of care provided to Medicaid patients an understanding of health care delivery would be an asset. The ideal PDS would be a highly professional, self-motivated, results-oriented project manager with communications experience, a broad understanding of health, including the social determinants of health, the health care system and the state agencies involved in the Healthier Washington initiative.

### **Essential Functions**

- Analyze program guidelines and requirements, along with relevant health and other data, as they relate to development of project plans, budgets and evaluation plans for NCACH initiatives.
- Manage the start-up phases of health projects and establish the groundwork for effective evaluation of the projects.
- Assist the NCACH Executive Director and Program Manager in the development of proposals for NCACH projects and initiatives.
- Once projects are funded and initiated, assist the NCACH Executive Director in project management including the measurement of required performance metrics and a continuous quality improvement approach to project implementation.
- Work effectively with a wide range of health partners such as the leaders of medical and behavioral health provider organizations, individual health care providers, social service providers, consumers, Tribal members and officials, elected officials, school officials, public health officials, media, state officials and others involved in efforts to improve the health of our communities.
- Represents the ACH in a professional manner at all times.
- Creates, reviews and approves summaries and/or reports which provide information, status updates and program justification for NCACH programs and initiatives. Provides regular status reports to internal and external audiences.
- Assists the Executive Director and NCACH Governing Board to engage a wide range of stakeholders to ensure full representation and participation of groups and demographics associated with the work.
- Prepares straw proposals, briefing documents, speaking points, presentations, reports, applications, budgets and/or other documents associated with moving work plans forward.
- Assists the Executive Director in serving as liaison with the Washington State Health Care Authority, other ACHs in other regions, and other agencies involved in the Healthier Washington initiative.
- NCACH liaison for the Coalitions for Health Improvement and Tribes, including providing bi-directional feedback between community partners and the NCACH Governing Board.
- Manage the dissemination of information and lead the development of public-facing communication materials for NCACH partners and related stakeholders (i.e. newsletters, website, etc).
- Ensure public facing materials and communications are culturally competent for consumers.
- Responsible for NCACH Regional Consumer Engagement (i.e. working to implement state guidelines on consumer meetings, partner engagement and public forums).
- Prepare presentations and materials for NCACH Staff or Board members.

- Develop processes for soliciting input from ACH stakeholders (e.g., Medicaid beneficiaries, provider partners, community-based organizations) through multiple channels. Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other related duties as assigned.

**Qualifications:**

- A Bachelor's degree from an accredited institution in a job-related field and at least three (3) years of relevant professional experience are required.
- *Preferred:* A Master's Degree and three years of professional experience and fluent in Spanish
- Alternatively, an equivalent combination of education, experience and professional certification may be qualifying, provided the individual's background demonstrates evidence of the knowledge, skills and abilities required to perform the duties of the position.
- Can effectively use common office productivity software such as Microsoft Office.
- Performance of job duties requires driving on a regular basis, a valid Washington State driver's license, the use of the PDS's personal motor vehicle on a regular basis (with mileage reimbursement), and proof of appropriate auto insurance.

**To Apply or for More Information:**

Submit a resume and CDHD Application for Employment (available at <http://www.cdhd.wa.gov/About%20Us/Employment/employment.aspx>) via email or hard copy to:

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