

Position Description – March 6, 2017

Program Development Specialist,

North Central Accountable Community of Health (NC ACH)

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 NC ACH Program Development Specialist (PDS) is responsible primarily for developing proposals and evaluation systems, as well as working with community health partners to establish the necessary agreements and understandings, for health improvement programs and initiatives of the North Central Accountable Community of Health, under the direction of the NC ACH Executive Director (ED). At this time, Chelan-Douglas Health District (CDHD) is serving as the NC ACH Interim Backbone Organization, providing an administrative home for NC ACH. As a result, the Program Development Specialist would be hired by CDHD and would report directly to the NC ACH Executive Director. Current funding for NC ACH 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 such organizations 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 <http://www.hca.wa.gov/about-hca/healthier-washington> . The NC ACH 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 NC ACH activities so far can be found at <http://www.mydocvault.us/>.

NC ACH is about to develop several health improvement initiatives, ranging from broad efforts to improve Whole Person Care to focused responses to the opioid epidemic. The initial role of the NC ACH Program Development Specialist is primarily to assist in the design of, and develop competitive proposals for, these health improvement initiatives. The State of Washington is expected to receive substantial funding for these purposes through its recently approved Medicaid Section 1115 Demonstration. 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 proposal development, as will the analysis of community health information and other data related to design of the initiatives. Some of the expected initiatives involve the improvement of care provided to Medicaid patients, and an understanding of health care delivery would be an asset. The ideal PDS would be a highly professional self-motivated results-oriented analyst and experienced proposal writer, with 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

- Analyzes program guidelines and requirements, along with relevant health and other data, as they relate to development of competitive project proposals, budgets and evaluation plans for NC ACH initiatives.
- Write competitive proposals for NC ACH initiatives.
- Assist NC ACH managers in the start-up phases of health projects and establish the groundwork for effective evaluation of the projects.
- Once projects are funded and initiated, assist the NC ACH Executive Director and Program Manager to provide ongoing oversight for projects 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.
- Understands, interprets and effectively explains data from a variety of sources on community health needs and resources and on the performance of the health care system.
- Learns and understands the needs and interests that motivate ACH partners.
- Supports the Executive Director in acting as spokesperson and public presence for the NC ACH and its community initiatives.
- Creates, reviews and approves summaries and/or reports which provide information, status updates and program justification for NC ACH programs and initiatives. Provides regular status reports to internal and external audiences. Flags issues that need attention from the ED, colleagues, ACH leadership, or the ACH partners.
- Assists the Executive Director and NC ACH Governing Board to engage a wide range of stakeholders to ensure full representation and participation of groups and demographics associated with the work.
- Brings stakeholders together to analyze data, evaluate evidence-based projects, and implement projects that can effectively improve the public's health across the region.

- 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 work.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Can effectively use common office productivity software such as Microsoft Office.
- Performs other related duties as assigned.

Minimum and Preferred Requirements

- A Master's degree from an accredited institution in a job-related field, or 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. A Master's Degree and six years of professional experience, including experience in proposal writing and program development, are preferred.
- 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.
- 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/docs/ApplicationforEmployment122010.pdf>)

via email or hard copy to:

John Schapman, NC ACH Program Manager
Chelan-Douglas Health District
200 Valley Mall Parkway
East Wenatchee, Washington 98802
John.Schapman@cdhd.wa.gov
Office: 509-886-6435