

## **CARING HEALTH CENTER, INC.**

**Position Title:**                    **Research, Population Health, and Public Health Programs (RPH)  
Program Assistant**

### **General Description:**

The RPH Program Assistant will assist the RPH leadership team in implementing, managing, and evaluating all grant-funded and departmental projects and programs. Focus will include (but is not limited to) grants aiming to engage community health workers to prevent obesity, diabetes, heart disease, and stroke and reducing overall health disparities through community and health systems care coordination, intervention and linkage.

This position requires compliance with Caring Health Center's compliance standards, including its Standards of Conduct, Compliance Program, and policies and procedures. Such compliance will be an element considered as part of the Wellness Center Program Lead/Coordinator's regular performance evaluation.

**Reports to:**                    **RPH Department Manager**

**Salary/Status:**            **Non-Exempt**

**Hours:**                        **40 hours/week**

NOTE: This is a 12-month grant-funded position with potential for extension depending on future funding.

### **Education and Experience:**

1. Minimum of Associate's Degree or equivalent background and demonstrated prior experience in Nursing, Public Health, Education, Social Work or related field. Bachelor's degree or higher preferred.
2. At least 2-5 years of experience working in community setting preferred

### **Minimum Requirements:**

1. Excellent oral and written communication skills
2. Excellent interpersonal communication skills
3. Strong organizational skills, detail-oriented, ability to establish priorities, and ability to maintain accurate records
4. Ability to use a computer, Microsoft Office, EMR (preferred), and proficient in accessing and searching the internet
5. Friendly, reliable, punctual and professional
6. Self-motivated, able to identify and complete project goals, and a team player
7. Ability to work both independently and cooperatively with other program staff and with other local and state partners in an effort to meet the goals and objectives of the program
8. Experience managing budgets a plus
9. Experience with grant-writing, management, or evaluation a plus
10. Experience managing a caseload a plus
11. Willingness to work some weekend/evening hours depending on project needs
12. Complete fluency in oral and written English and both oral and written fluency in at least one of the most common languages among CHC patients: Spanish, Arabic, Russian, Vietnamese or Nepali) strongly preferred.

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### **Principle Responsibilities and Duties:**

1. Assist RPH leadership in implementing, managing, and evaluating all grant-funded and departmental projects and programs
2. Program coordination assistance to include scheduling large/multi-team or multi-institution meetings, keeping and managing agendas and minutes at meetings, facilitating set-up/planning for site visits/grant-related meetings, etc.
3. Support CHW/Care Coordination Program Coordinator in the success of the CHW program, including oversight of daily schedules, management of caseload numbers, as well as the development and management of systems and workflows
4. Assist in reporting and tracking of departmental grants/projects outcomes and timelines
5. Assist in expense tracking as needed.
6. Assist in reporting and dissemination of outcomes/findings across projects.
7. Participate in on-site and off-site trainings, continuing education programs and in-service trainings to meet certification, funding, or regulatory requirements and to meet the needs of the community
8. Build and maintain positive working relationships with the clients, providers, nurses, medical assistants, insurance navigators, agency representatives, supervisors and office staff
9. Work collaboratively and effectively within a team to improve patient care and outcomes for patients at CHC
10. Effectively work with people from diverse backgrounds in reducing cultural and socio-economic barriers between clients and institutions
11. Collaborate with Patient Centered Medical Home and Quality Improvement teams to track, monitor and report on specified disease-related and patient tracking measures on a monthly basis
12. Continuously expand knowledge and understanding of community resources, services and programs provided; human relations and the procedures used in dealing with the public as part of a service or program; functions, policies and procedures associated with the department or program area, procedures and resources available to handle new, unusual or different situations
13. Assist with future grant applications for project sustainability
14. Participate in assigned community based activities including community events and meetings (may include some evening and/or weekend hours as needed to meet the goals of the project)
15. Meet with supervisor on weekly basis and perform other duties as reasonably assigned.

### **Working Conditions:**

1. This position may require the ability to work long and arduous hours.
2. This position requires the ability to use a computer workstation, viewing a CRT.

**Interested Applicants should send a cover letter and resume to [hresources@caringhealth.org](mailto:hresources@caringhealth.org).**