



Program Manager - Community Advisory Council Job Announcement

The Willamette Health Council is in search of a Program Manager for our Community Advisory Council to join its team. Join our team in working closely with passionate and talented stakeholders and community members to coordinate all activities and responsibilities for the Community Advisory Council (CAC) on behalf of the Willamette Health Council (WHC).

Who are we?

The WHC is the governing body for the PacificSource Community Solutions Coordinated Care Organization (CCO) in Marion and Polk Counties. We work alongside Oregon Health Plan (OHP) members to optimize the health and well-being of our community.

How do we work?

The WHC brings together medical professionals, community-based organizations, and OHP members to develop policies and fund initiatives aimed at improving services in Marion and Polk Counties.

The WHC's mission is to improve the well-being of residents in our region by governing our local CCO, engaging our communities, and fostering collaborative relationships.

The WHC is seeking an individual who will share the passion for the WHC mission, vision, and values and commitment to serving and supporting OHP members.

Position Overview

The person in this position will work alongside community partners to coordinate activities and responsibilities associated with the CAC. The CAC is a chartered committee of the WHC. The purpose of the CAC is to provide recommendations and advice to the WHC Board of Directors to ensure that PacificSource Community Solutions Marion-Polk (the CCO) remains responsive to consumer and community health needs. Responsibilities for the CAC include, but are not limited to:

- Provide recommendations to the board regarding Health-related Services, Social Determinants of Health and Equity spending decisions, community-based initiatives and other decisions as needed
- Assist in the development, implementation and evaluation of innovative initiatives, programs, services, and activities meant to improve the health of the region. Initiatives include the development of the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP)
- Maximize and monitor meaningful engagement of those enrolled in the OHP, including recommendations and input on member engagement methods and materials

General statement of responsibilities, including, but not limited to:

The Program Manager will be responsible for managing the operations of the CAC in compliance with all statutory, rule, and contract requirements, including, but not limited to:

- Ensuring committee meetings are scheduled and committee agendas are developed
- Maintaining committee membership (including outreach, recruitment, and onboarding of new members) that is adequate to carry out the duties of the CAC
- Actively facilitating communication and connection between the CAC and WHC leadership, including ensuring CAC members are informed of decisions relevant to the work of the CAC
- Ensuring facilities, materials, and other components necessary to conduct a CAC meeting are accessible by council members and other attendees who have a disability, limited English language proficiency, and diverse cultural and ethnic backgrounds, to facilitate inclusion
- Ensuring compliance with all CAC reporting and public posting requirements

Position Requirements

Experience and Training

- Master's degree from an accredited college or university with specialization in the healthcare or human service field, OR
- Bachelor's degree from an accredited four-year college or university with specialization in the healthcare or human service field; AND two (2) years of professional experience; OR
- Any satisfactory equivalent combination of education, training and/or experience relevant to the position.

Special Requirements

- Possesses and maintains a current Oregon driver's license and an acceptable driving record, and is able and willing to drive for WHC business
- The finalist for this position may be required to pass a criminal history background check; however, conviction of a crime may not necessarily disqualify an individual for this position.
- Full time: Monday through Friday, 8:00 am - 5:00 pm.
- May be required to flex time to work early mornings, evenings, or weekends to accommodate business needs.
- The WHC team currently observes a hybrid work model (i.e., combination of work in office and work-from home).

Knowledge, Skills, and Ability

The ideal candidate must possess and demonstrate:

- Experience and understanding of healthcare system in the Marion/Polk region preferred
- Thorough working knowledge of Oregon's Medicaid system, specifically the roles and responsibilities of CCOs
- Project management experience, an understanding of work breakdown structures, and a solid track record of completing work and managing to specific timelines (*certified project manager preferred*)
- Experience working with diverse groups of community partners to create a common vision
- Experience facilitating meetings and assisting groups to build consensus
- Excellent written and oral communication/presentation skills
- Understanding and experience regarding Social Determinants of Health and Health Equity
- Understanding of the role and value of Traditional Health Workers in the healthcare delivery system

Physical Requirements

Operates a motor vehicle; sees using depth perception; sits; stands; moves about the work area; school/community visits may involve climbing up to 3 flights of stairs; bends forward; operates a keyboard; speaks clearly and audibly; reads a 12 pt. font; hears a normal level of speech; lifts and carries items up to 30 lbs.; pushes, pulls and moves carts up to 40 lbs.; works in areas that may be exposed to dust; may encounter uneven areas in community and school visits.

Equal Opportunity Employer

The WHC is an equal opportunity employer committed to a diverse and inclusive workforce. Applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy), age, sexual orientation, national origin, marital status, parental status, ancestry, disability, gender identity, veteran status, genetic information, other distinguishing characteristics of diversity and inclusion, or any other protected status.

Salary & Benefits

- Salary \$70,000+ depending on experience & skills
- Comprehensive benefit package.

To Apply:

Submit a cover letter with chronological resume to: info@willamettehealthcouncil.org

To learn more about our organization, please visit: <http://willamettehealthcouncil.org/>