



Position Description

Position: Statewide Program Manager: Community Health Worker Liaison (Program Manager)

Reports to: Programs Director and Chief Executive Officer

Application Form: <https://form.jotform.com/213075680019150>

Deadline: November 19, 2021 5:00PM HST

Organization Description:

Hawai'i Public Health Institute (HIPHI) is a non-profit 501c(3) organization that was established in 1996 as the Coalition for a Tobacco-Free Hawai'i to address the high rates of tobacco use in Hawai'i. In 2012, the organization moved from a singular focus on tobacco issues to a broad public health mission. Today, HIPHI's mission is to advance the health and wellness of the people and islands of Hawai'i by:

- Expanding understanding of what creates health of people and place, embracing upstream social, cultural, and environmental factors;
- Fostering partnerships among public health, health care, and other diverse sectors to improve health and wellness; and
- Cultivating programs including education, advocacy, research, capacity building and training—to improve policies, systems, and the environments where people live, learn, work, age, and play.

HIPHI's advocacy and programmatic work spans multiple issue areas, including oral health, food and agriculture, nutrition and physical activity, tobacco control and prevention, transportation and public safety, environmental health, and supporting community health workers. HIPHI has become a go-to organization for public health advocacy, education, organizing, capacity building and technical assistance.

Community Health Workers (CHW)

Since 2017 HIPHI has supported the CHW Network to secure and provide them training and resources, and continues to assist CHWs in efforts to create a statewide CHW association. HIPHI staffs and facilitates monthly CHW convenings. HIPHI has also worked with partners to host

CHW conferences, a strategic planning session, and regional meetings. HIPHI also works to determine and provide training and resource needs for CHWs.

HIPHI also convenes the CHW allies on a regular basis. Allies are made up of organizations committed to supporting CHWs through trainings and resources.

POSITION SUMMARY

The **Program Manager: Community Health Worker Liaison (Program Manager)** will act in a leadership role in multifaceted work with staff, key partners, CHWs, and funders. This will include working with CHWs to create an Association, continue to provide logistical support to CHWs, continue to assess CHWs needs, and increase employer buy-in for CHW professional development. The ideal candidate is comfortable in an extremely fast-paced and dynamic environment and is a self-starter who has excellent attention to detail and organizational skills as well as a drive to excel. The Program Manager is an effective communicator, can build relationships with ease, has experience with community building or networking, is passionate about the work CHWs do, and has a demonstrated ability to work independently and as part of a group.

RESPONSIBILITIES

Program Manager: Community Health Worker Liaison (Program Manager). The Program Manager will lead the CHW network into a statewide Association with continued input from CHWs and begin to grow the Association. Program Manager serves as a connector between CHWs across the state, allies, stakeholders and employers. The position also includes managing communications and branding via the website, listserv, and databases. The Program Manager will maintain and grow existing membership, organize meetings, co-facilitate meetings with CHWs, draft meeting agendas when needed, take notes, maintain files, and follow up with CHWs and allies on identified tasks. The Program Manager will increase CHW engagement, ally engagement, and provide presentations and participate in public speaking opportunities where appropriate. The Program Manager will also work with CHWs and allies to continue discussions surrounding CHW certification, licensure and potentially reimbursement of services. The Program Manager will take the lead on potential legislation impacting CHWs.

Policy Research. The Program Manager will research and write reports as needed relating to advancing CHW efforts and building the workforce. May need to prepare materials such as factsheets or other educational information, to inform policymaking, and prepare reports with summaries of Hawai'i policies and visual representations of findings (e.g., infographics, charts). The Program Manager is also responsible for preparing testimony and mobilizing CHWs and allies to take action on legislative priorities identified supported by the CHW Network/Association.

Program Management. The Program Manager will be responsible for the completion of grant deliverables, including evaluation and reporting. This person is also responsible for maintaining productive and positive relationships, funding and grant relationships. The Program Manager will also seek funding opportunities to support the CHW Network/Association and assist the Leadership team in any fund development proposals.

The ideal candidate will possess:

- A strong commitment to health equity and justice.
- At least 2 years of organizing, coalition building.
- Strong communications, written and oral.
- Write effectively for a broad range of audiences.
- An ability to connect with many different kinds of organizations and constituency groups and experience working with diverse and marginalized communities.
- The ability to drive results and to collaborate effectively with colleagues and allies.
- Be very well organized and comfortable working in a fast paced and diverse environment.
- Ability to work independently and as a team. Be self-motivated and self-directed.
- Understanding of using mail chimp or ability to quickly learn such programs.

Minimum qualifications:

- Bachelor's Degree required, master's degree preferred, or at least 3 years of relevant experience.
- At least 3 years of working in Hawai'i.
- Have an understanding of the community health worker landscape in Hawai'i.
- Knowledge and understanding of how to mobilize partnerships, networks, existing coalitions.
- Knowledge and experience utilizing mail chimp or similar software.
- Ability to translate strategic thinking into action plans.
- Experience managing grants and projects, writing reports.
- Excellent oral and written communication skills; ability to conduct public presentations.
- Excellent interpersonal skills and ability to network and develop effective relationships.
- Effectively communicates with staff, partners, stakeholders, and the general public.
- Capacity to work in a fast-paced and changing work environment, including ability to use initiative and independent problem solving.
- Proficient in utilizing word processing, Excel, MSOffice, PowerPoint, and desktop publishing programs, and social media tools. Comfortable using a Mac computer.
- Drivers License and access to an automobile.
- Ability to travel inter island and to the mainland if needed.

Compensation: \$48,000 - \$58,000

To Apply: Please complete the application here: <https://form.jotform.com/213075680019150>
Please note that you will be required to submit a cover letter, resume and 3 references (of no relation to you).

Questions: Please submit inquiries via email to hiphi.hr@gmail.com. Please include the title, "Program Manager: CHWs" in the subject of your email. Or contact Roella Foronda at 808-591-6508 ext. 5.

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