

COLORADO COMMUNITY HEALTH NETWORK (CCHN)
Clinical Programs Manager
Job Description

General Statement:

The Colorado Community Health Network (CCHN) is a membership association of Community Health Centers (CHCs) serving low-income, homeless, and migrant populations in Colorado. CCHN is a dynamic, team-oriented, non-profit that provides support and technical assistance to safety-net clinics in underserved communities. The Clinical Program Manager should have a clinical background, preferably in an outpatient or Community Health Center setting. The Clinical Program Manager must be self-motivated and able to manage multiple tasks, able to work with diverse people and groups, carry a heavy workload and travel. For this position, the Clinical Program manager is responsible for the coordination, implementation and management of CCHN's cancer screening program: Women's Wellness Connection Program (WWC). WWC is a program that benefits low-income women enrolled in 14 Colorado Community Health Centers. WWC provides breast and cervical cancer screening and diagnostics to women meeting the qualifications. CCHN acts as the Lead Agency for this program on behalf of the Colorado Department of Public Health and Environment (CDPHE). As the Lead Agency CCHN is responsible for training, technical assistance and coordination with the CHC staff to ensure that the program requirements are met. The Clinical Project Manager is responsible for a variety of functions, dependent on the needs of the program and CCHN.

General Duties:

1. Implements, delegates and fulfills all grant requirements set forth by the contracting agency, foundation, and other organizations as required.
2. Insure all contract deliverables are met.
3. Supports WWC clinical program through work with CHC providers and the CDPHE project manager and nurse consultant.
4. Serves as the primary clinical resource for the CHCs participating in the WWC program.
5. Coordinates contract budget including monitoring expenses and revenue.
6. Coordinates all quality improvement activities related to this and other programs including use of CCHN tools to organize QI activities, coordination of on-site QI processes, monitoring outcomes, and reporting.
7. Supervises staff responsible for cancer screening programs.
8. Keeps the CCHN Chief Executive Officer and Clinical Quality Division Director informed of issues as they arise and provides regular updates on the status of projects.
9. Develops relationships and ensures regular and prompt communication with association members and other key stakeholders including the Colorado Department of Public Health and Environment.
10. Oversees planning and preparation of quarterly reports for the contractor and funders as well as annual reports to the CCHN Board of Directors.
11. Collaborates with the other divisions of CCHN on data projects and is the primary contact for data reporting measures related cancer screening.
12. Builds relationships with national, local and state partners including relationships other PCA quality staff. Participate in coalitions as necessary, to achieve program goals.
13. Seeks other grant opportunities that will support the cancer programs at CCHN.
14. Advocates on behalf of association's members, the CHCs.
15. Serves as an active member of the Clinical Quality Division team.
16. Provides leadership on other CCHN functional teams including the annual Clinical Quality Reception.
17. Other duties as assigned by the Division Director.

Minimum Qualifications:

1. Bachelor Degree in Nursing, Colorado RN license.
2. At least four years of nursing experience working in a health care setting, particularly in women's health. Experience working in or with CHCs strongly desired. Experience with quality improvement processes preferred.
3. Supervisory experience preferred.
4. Budget monitoring preferred.
5. Ability to work as a team member and work effectively with diverse people and groups
6. Demonstrated awareness of, and value for, cultural competence.
7. Demonstrated ability to display courtesy and sensitivity in working with customer/client groups and/or experience in membership organizations.
8. Excellent planning and organizational skills.
9. Strong written and verbal communication skills. Experience in grant and report writing preferred.
10. A minimum of intermediate level computer skills in Microsoft Office software, including Word, Excel, Outlook, Access, and PowerPoint. Experience with the Internet and conducting Internet searches required.
11. Ability to problem solve and demonstrate quality through commitment to excellence and customer service.
12. Ability to work with minimal supervision and maximum accountability.
13. Ability to travel locally, throughout the state and nationally.
14. Fluency in written and spoken English, ability to travel, and physical ability to stoop, kneel, bend and use a computer and perform light lifting.

The ideal Clinical Project Manager will display sound judgment; work independently; demonstrate creativity and flexibility; relate well to the public and staff with diverse backgrounds; have a professional demeanor; prioritize customer satisfaction; and be well organized.

CCHN is an equal opportunity employer, offering flexible benefits, a casual work environment, and a competitive salary (DOE).

Category: Full-Time, Exempt

Responsible to: Clinical Quality Division Director

Supervises: Staff responsible for the WWC program.

Opening Effective: September 1, 2009

Hiring Salary

\$55,000-60,000 per year, depending upon qualifications and experience.

To Apply: Please submit a cover letter, resume, and answers to the following questions and send to CCHN by August 20, 2009.

Questions (please limit responses to no more than 2 pages total):

1 This position requires coordination and collaboration between several stakeholders: clinic staff, medical staff, CCHN staff and staff from the Colorado Department of Public Health and Environment. Please provide a description and example of a time when you had a goal to meet that involved working with multiple stakeholders.

2. The manager role includes providing oversight to clinics and providers related to the contract

deliverables. Please describe an example of a supervisory role where you have provided direction, information and oversight for a specific activity.

3. CCHN strives to achieve a high level of customer satisfaction in all of our activities. The Clinical Program Manager works directly with the CCHN member organizations, the Colorado Department of Public Health and Environment, and the Community Health Centers to complete the functions of this position. Please describe how you would ensure a high level of customer satisfaction and give examples of your experiences providing positive customer service.

4. This position requires completion of multiple tasks with competing deadlines. Please describe your experience completing multiple tasks and your approach to this challenge.

5. This position requires extensive travel throughout Colorado and occasionally nationally. Would you be able to meet these travel needs?

All inquiries must be received by August 20. Candidates may email, fax, or mail the required information to:

Dawn Foster Jeffries, Special Projects Assistant
CCHN
Attention: Clinical Project Coordinator
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Denver, CO, 80203
FAX: 303-861-5315
EMAIL: dawn@cchn.org
NO PHONE CALLS PLEASE