



COMMUNITY HEALTH
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Community Health Improvement Partners POSITION DESCRIPTION

POSITION TITLE: Program Manager, Independent Living Association (ILA)

LOCATION: San Diego, CA

DEPARTMENT: Programs

REPORTS TO: Senior Manager, ILA

SUPERVISES: Program Assistants, Program Coordinators

FLSA STATUS: Non-Exempt

POSITION SUMMARY

The Manager is responsible for the implementation and administration of all aspects of the San Diego ILA Program, including the Website, Education and Training, oversight of the ILA Work Team, Peer Review and Accountability Team (PRAT), and Outcomes Measurement Group (OMG). As a member of the CHIP Team, the Manager will participate in the development and implementation of contract scope of work, program outcomes, tactical plans and will actively support the core values, vision, and mission of Community Health Improvement Partners.

DUTIES AND RESPONSIBILITIES

Administration (50%)

- Responsible for managing all aspects of the ILA Program, including the ILA Directory, Education and Training, the Peer Review and Accountability Team, and the OMG and Advocacy efforts.
- Serve as lead staff to oversee all committees and work teams, and to facilitate communication between all committee members, subcontractors, home operator members, and other project partners.
- Manage timelines and create plans to meet and or exceed program outcomes as defined by the ILA Project Scope of Work and Implementation Plan, including but not limited to growing ILA membership, ensuring adherence to quality standards among ILA members (e.g. annual visits), reporting quality outcomes and impact of the program, etc.
- Manage ILA Program budget, expenditures, and assist with invoice submittal.

Supervision (30%)

- Provide leadership and direction to other ILA Program staff.
- Ensure that ILA staff integrates overall with CHIP programs, and in alignment with organization mission, vision and values.



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- Inspires a highly collaborative and cohesive working environment, to ensure project success and capacity for sustainable leadership of the program.

Partnership Development (30%)

- Conduct presentations to promote ILA program and membership.
- Identify and cultivate strategic partnerships (traditional and non-traditional partners) promote success of the program, and increase membership in the Association.
- Actively submit abstracts to participate in conference presentations to promote the ILA's impact.
- Support community and partner relations, and as needed, showcase member homes with policy makers and political officials, to ensure confidence in the ILA brand and solidify implementation support for the program in all regions of the County of San Diego.
- Support CHIP leadership with grant development contributions, and emerging opportunities to expand implementation of the program in additional counties in California

EDUCATION/EXPERIENCE REQUIRED

BA/BS degree in related field required; Advanced degree is preferred; combination of education and work experience will be considered. Two to three years of experience working in the housing field, particularly with independent living homes is preferred, but other relevant work experience will be considered. Must have experience facilitating/convening groups, collaborating on activities, developing programs, developing and implementing trainings, and working towards shared goals and objectives.

OTHER QUALIFICATIONS

Must be able to handle multiple tasks simultaneously and be flexible to adapt quickly to changes in the environment. Must be skilled at building strong working relationships within the CHIP member organizations, community partners and government agencies. Should be able to engage others in participative decision-making by building consensus and commitment. Experience as an effective project manager is required, with strong skills in working with and training employees. Excellent written, oral, interpersonal and presentation skills are required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

With or without reasonable accommodation(s), the essential functions of this position require certain physical and mental abilities. These abilities include, but are not limited to: sitting, standing, walking, bending, stooping, pushing, pulling, lifting (up to 25 lbs.), typing, writing (in English), reading (English), speaking (English), seeing, hearing, driving, basic mathematical calculations, problem solving, reasoning, composition, and decision-making.



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Starting salary: \$50,000. Competitive compensation and benefits available. This position is funded through June 30, 2021, with the possibility of continuation based on renewal of funding.

A valid driver's license is required.

HOW TO APPLY

Please send your **resume** and **cover letter** to sswain@sdchip.org by December 18, 2020.

Community Health Improvement Partners, Inc. is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.