

Southwestern Wisconsin Community Action Program, Inc.

Job Description

<i>Job Title</i> Pathways Community HUB Project Manager	<i>Program or Department</i> Neighborhood Health
<i>Fair Labor Standards Act Exemption Designation</i> Exempt	<i>SWCAP Job Grade</i> 7
<i>Full-Time/Part-Time/Expected Hours per Week</i> Full-Time/ 40 hours per week	<i>Supervisor's Title</i> Neighborhood Health Program Director
<i>Date Prepared</i> 08-2021	<i>Date Approved by Personnel Committee</i>
<i>Primary Work Location</i> Platteville Neighborhood Health	<i>Pre-Employment Background Checks Required</i> Criminal Background

Summary Description:

The Southwestern Wisconsin Community Action Program (SWCAP) is working to establish a network of community partnership involving government, healthcare, healthcare insurance and nonprofit organizations. Our intent is a network that acts to improve the connection between people in southwestern Wisconsin that have difficulty accessing healthcare resources and providers of those resources. The goal is to improve overall community health, especially among SWCAP's core clientele of people experiencing the effects of poverty. SWCAP is intending to implement the nationally recognized Pathways Community HUB model to establish and maintain this community partnership network.

SWCAP sees itself as the administrative coordinator for this network. To carry-out the planning and implementation, SWCAP is seeking to employ a full-time project manager to apply the Pathways Community HUB model (see <https://pchi-Community Pathways HUB.com/> for description) in southwestern Wisconsin, developing the network relationships, work agreements, work processes and structures to achieve our community health goals. A successful implementation would make it more likely that the Project Manager would be invited to assume the role of managing southwestern Wisconsin's Pathways Community HUB on an ongoing basis.

Examples of duties:

The below list is intended as key examples of job duties. The list is not to be taken as defining all possible duties.

1. Develop and carry-out a work plan for the southwestern Wisconsin Pathways Community HUB that includes community partnerships, processes for clinical and community-service patient referral, data collection and management systems, and methods of funding care delivery and the ongoing operation of the Pathways Community HUB.

2. Collaborate with community partners and stakeholders to establish Pathways Community HUB operating policies and procedures.
3. Collaborate with community partners to define measurable outcomes.
4. Identify the Pathways Community HUB staff roles that may be needed to operate the Pathways Community HUB, drafting job descriptions and identifying organizational structure and relationships.
5. Facilitate the coordinated efforts of community partners. Recruit community partners to participate in the Pathways Community HUB network. Conduct outreach. Facilitate meetings.
6. Establish and facilitate a core Pathways Community HUB Steering Committee, Pathways Community HUB Community Advisory Board and set of Pathways Community HUB Subject Matter Experts.
7. Provide for confidentiality, privacy and HIPAA compliance.
8. Maintain open and regular communication with community partners and stakeholders.
9. Advocate for the southwestern Wisconsin Pathways Community HUB with government, private sector and non-profit sector stakeholders at local, regional and state-wide levels.
10. Promote the southwestern Wisconsin Pathways Community HUB through regular outreach and release of information.
11. Recruit community partners to participate in the southwestern Wisconsin Pathways Community HUB, including governmental agencies, healthcare providers, healthcare insurance providers and non-profit supportive service providers.
12. Facilitate the development and implementation of contracts and work agreements between and among community partners.
13. Promote the integration of community care coordinators and community health workers into service delivery through the southwestern Wisconsin Pathways Community HUB.
14. Develop and implement contracts with healthcare insurance companies or other organizations that pay for healthcare delivery and would stand to benefit from community-wide reductions in healthcare costs through the emphasis on strategies such as prevention and early intervention.
15. Provide for quality assurance and effective delivery of care coordination and community health work.
16. Plan and carry-out fund-raising, grant writing or public relations activities.
17. Develop the sustainable funding structures of the southwestern Wisconsin Pathways Community HUB.
18. Provide for training for community care agencies participating in the southwestern Wisconsin Community Pathways HUB, community care coordinators and community health workers, including training in Pathways Community HUB data management systems, Pathways Community HUB operating procedures, Pathways Community HUB patient relationship management and HIPAA confidentiality compliance.
19. Monitor the performance of the partners participating in the Pathways Community HUB to assure effective performance according to contracts and work agreements.
20. Carry-out other activities as the Pathways Community HUB development and implementation plan may indicate.

Previous Experience Required:

- Knowledge of healthcare, healthcare funding, human services or public healthcare such as would be indicated by 3 to 5 years of experience in the field.
- Prior experience with enterprise-level project implementation.
- Prior experience with program development and management.
- Prior experience with Community Health Worker models.
- Prior Experience with diversified care teams and systems change work.

Educational Background Required:

Master’s degree preferred, minimum of Bachelor’s degree in public health, non-profit management, human services, healthcare administration or a similar, related field.

Required Licenses or Certifications:

None.

Other Requirements:

1. Entrepreneurial attitude.
2. Mission and service oriented.
3. Strong project management skills.
4. Highly organized.
5. Centers Health Equity frameworks.
6. Ability to build and maintain intra-organizational relationships.
7. Above average skills with the Microsoft Office Suite of software.
8. Available for regional to statewide business travel.

I acknowledge receipt of this job description. I attest that I meet the requirements described. I attest that I will strive to fulfill the job duties described, meeting or exceeding the performance standards set by my supervisor.	
Employee Name (Print)	Date
Employee Signature	