



HEALTH  
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Job Announcement

Health Education Council

**Health Access Program Administrator – Full-time**

**Focus: Placer County**

**Salary Range: \$31.00 - \$34.00 an hour**

**Deadline for Receipt of Applications: Friday, November 22 or until filled.**

The Health Education Council (HEC) is dedicated to cultivating health and well-being in underserved communities by leveraging the power of collaboration. HEC is a non-profit agency focused primarily on reducing health disparities and chronic disease in the Northern California's low-income communities. HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We build cross-sector partnerships built on trust and respect, transforming neighborhoods into places that nurture health and holistic wellness for all residents ([www.healtheducouncil.org](http://www.healtheducouncil.org)).

HEC works proactively and collaboratively to ensure individuals are empowered to live a healthy life. We represent diverse staff, community partners and funders to better serve communities. HEC has a commitment to equity and specializes in bringing together diverse stakeholders - residents; local government, business, law enforcement, faith, health care and social service leaders - to build consensus on creative, resident-driven solutions to positively impact the causes of health, economic, and education disparities.

HEC seeks a Program Administrator to work across several Health Access programs and strategic initiatives, particularly in Placer County including (but not exclusive to):

**Placer County Accountable Communities for Health (ACH) Initiative:** the Placer ACH is funded by the California Accountable Communities for Health initiative (CACHI) which is a statewide initiative to transform health systems through coordinated multi-sector collaboration. HEC serves as the backbone agency to convene a diverse set of stakeholders including health care, community-based organizations, residents, government, and other partners to strategize and align county-wide efforts to improve health through an Accountable Community for Health model. The Placer ACH focuses on aligning its members with the roll out of California Advancing and Innovating Medi-Cal (CalAIM). The ACH will build on the foundations of the Invest Health Roseville initiative (led by HEC) and the Placer Collaborative Network.



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**Invest Health Roseville (IHR):** Formed in 2016, Invest Health Roseville is composed of a 25-member Advisory Committee representing health care, social service, senior programs, schools, city government, air quality, faith, food banks, health department, mental health and other organizations that meet monthly to discuss priorities, opportunities, and health issues. IHR is at its core dedicated to building relationships, helping the city and community understand the systemic reasons for disparities in the downtown core neighborhoods and empowering residents. IHR was designed to build trust between residents and city leaders by listening deeply to resident needs and helping the city take action to meet those needs.

**Placer County Air Pollution Control Initiative:** HEC is funded to provide education and outreach around the health impacts of air pollution and implement a variety of programs to support improved air quality in Placer County.

### **Program Administrator Job Responsibilities:**

- Provide oversight to the development, coordination, evaluation, and implementation of Placer County health access program activities that support the various grants' scope of work deliverables.
- Work with HEC staff, Placer County partners, subcontractors, and technical assistance providers to implement work plan activities and/or contract agreements.
- Collaborate with the Program Director to plan, organize and implement all activities related to the Placer County ACH.
- Oversee and delegate coordination of collaborative events and activities including but not limited to: Invest Health Stakeholder Breakfast, regular community resource events and partner capacity building opportunities.
- Build relationships and collaborative partnerships with current and new partners supporting the various Placer County initiatives.
- Direct, convene, facilitate, and maintain partner meetings and subcommittees, community input meetings, and task forces to ensure completion of program objectives.
- Support with developing program collateral and reports related to program activities and outcomes.
- Support with budget monitoring and grant spending.
- Participate in media opportunities as appropriate.
- Collaborate with internal HEC programs to link and integrate activities/initiatives where appropriate.



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- Stay current with emerging trends, research, and best practices regarding Medi-Cal, CalAIM, as well as other relevant issues and initiatives.
- Supervise project staff, interns and/or volunteers.
- Attend regularly scheduled meetings with project managers and peer learning sessions with other CACHI grantees.
- Participate in the request for proposal process: Identify funding opportunities, gather data, document community needs, gain commitment from community collaborators to obtain letters of support, write components of proposals as assigned, and develop objectives and program activities, evaluation, references, and other information as needed.
- Complete other duties as assigned by supervisor.

### **Minimum Qualifications:**

- Bachelor's degree and/or at least 3-5 years of experience in public health, public policy, community development, social work.
- Possess a combination of skills related to organization, program development, strategic planning, facilitative leadership, evaluation, marketing, implementation, budgeting, time management, etc.
- Demonstrated ability to manage multiple tasks and projects.
- Demonstrated skill in oral and written communications.
- Comfortable working with diverse audiences and stakeholders. Skilled in building relationships and navigating different needs and priorities among diverse groups.
- Proficient in MS Office Suite (Outlook, Access, Publisher, Power Point, Word, Excel).
- Familiarity with Placer County health and nonprofit social service landscape. Residing in Placer County preferred but not required. Program Administrator will spend at least 25% of time in Placer County.
- Ability and willingness to travel and work occasionally in the evenings and on weekends.
- Fluent in English/Spanish (able to read, write, and speak), preferred but not required, and familiar with the needs of underserved populations including, economic and historical contexts.



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### **Compensation**

This is a full-time, non-exempt position. Salary will be determined commensurate with experience and education. After 90 days of continuous full-time employment, benefits including medical (after 60 days), dental, insurance, vacation, sick leave, major holidays and retirement plan are available.

HEC provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

### **Deadline for Receipt of Applications:**

**E-mail resume and cover letter (please write “RE: Placer County Health Access Administrator” on cover letter) to [apply@healthedcouncil.org](mailto:apply@healthedcouncil.org)**

ATTN: Philip Bensing