



ROCKWOOD
COMMUNITY DEVELOPMENT CORP.

Health Collaborative Manager

Job Title: Health Collaborative Manager

Reports To: Operations Manager

FLSA: [Non-Exempt/Exempt]

Hours and Salary: 32 hours/week; \$22-30/hour DOE

Work Location: Hybrid

Summary:

The Health Collaborative Manager will serve as the primary community engagement specialist for local organizations partnering with the CDC's Social Determinants of Health grant program. Under the supervision of the Program Director, they will develop an engagement plan to convene and coordinate a Leadership Team consisting of multisectoral partners. Engaged partners may come from a diverse array of local actors such as leadership from public health officials, private businesses, non-profit and community organizations and residents, hospitals, and clinical delivery systems, faith communities, and community members. Formalizing and making sustainable these partnerships with public health, healthcare, human services, and the community will ensure individuals have equitable access to chronic disease prevention services, treatment, and care.

Through culturally engagement strategies, the Health Collaborative Manager is supporting Rockwood CDC's goal of developing an implementation ready SDOH Accelerator Plan.

This position is for year one and dependent on grant funding availability for year 2 and beyond.

Essential Duties and Responsibilities

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Serve as the primary contact for the Health Collaborative.
- Develop an Engagement Plan to engage partners for a period of 12 months.
- Organize, lead, and facilitate monthly engagement activities for identified partnered organizations.
- Establish and sustain relationships with key stakeholders to facilitate local coordination and connections to the program.
- Manage partnerships with partners including, but not limited to, resolving challenges, support with engagement's data reporting and evaluation, and strategic planning.
- Facilitate convenings with partners to support co-learning, capacity-building strategies, and elevation of programmatic recommendations and improvements.
- Connect partners to existing resources and other partner organizations supporting additional CDC's SDOH programming.
- Support the organization's commitment to equity, diversity, and inclusion by fostering a culture of open mindedness, cultural awareness, compassion, and respect for all individuals

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Experience working in neighborhoods or with communities experiencing health inequities or other forms of social injustice, strong familiarity with racial and social justice frameworks and approaches.
- Strong facilitation, conflict management and consensus building skills
- Strong public speaking and presentation skills
- Intermediate computer skills and Microsoft Office Suite and Outlook
- Ability to work both independently and within a team with limited supervision, and knowledge of when to ask for assistance or direction
- Skills in planning, project management, community engagement and development, resource mobilization and systems-thinking.
- Ability to acknowledge, comprehend and adapt the complex and dynamic ecosystem in East Multnomah County
- Ability to leverage the Rockwood CDC's position as the leader of the Health Collaborative

Education and/or Experience

- Preferred bachelor's degree in Community Development, Non-profit Management, and related fields

- Minimum of 1 year experience developing and implementing community/stakeholder engagement and communication programs, projects and/or plans
- Bilingual and bicultural

Special Skills

- **Computer Skills-** Experience in learning new software programs and systems quickly and the ability to instruct others in use.
- **Language Skills-** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- **Mathematical Skills-** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability-** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Analytical** - Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Project Management** – Assists in developing project plans; Provides processes and procedures to help coordinate projects; Communicates changes and progress.
- **Technical Skills** - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- **Internal Customer Service** - Responds promptly to customer needs; Solicits feedback to improve service; Responds to requests for service and assistance; Meets commitments.

- **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Change Management** – Works with the team to help develop workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Business Acumen** - Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, use hands to finger, handle, or feel, talk and listen and must regularly stand and walk

- Specific vision abilities required by this job include:
 - Close vision (clear vision at 20 inches or less)
 - Distance vision (clear vision at 20 feet or more)
 - Color vision (ability to identify and distinguish colors)
 - Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
 - Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- The employee may occasionally lift up to 25 lbs.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate, similar to that of a busy office.