



Health Transformation Project (Program) Manager - Health Literacy

Salary: \$90,000.00 - \$100,000, annual salary, Exempt
Job Type: 1.0 FTE
Temporary, Term-Limited through June 30, 2023
This position is supported through a grant from the Federal Office of Minority Health with funding through June 30, 2023; Potential to continue the position dependent on funding availability.

Location: 1000 Second Ave., Suite 1730
Seattle, WA 98104

Closing Date: January 21, 2022. *Early submission is encouraged as applications will be reviewed on a rolling basis beginning January 7, 2022.*

Schedule and Worksite: This position works full-time Monday – Friday during standard business hours. HealthierHere is currently performing all work remotely during the pandemic. Some of the work may continue remotely on an ongoing basis, depending on business needs. There will be situations where the employee is required to report to the HealthierHere downtown office and/or an off-site HealthierHere work location. Employees will be provided with a HealthierHere-issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in – or be willing to move to - the Washington state Puget Sound region, and within a reasonable distance to the HealthierHere office in King County to respond to workplace reporting requirements.

Summary

The Health Transformation Project Manager – Health Literacy will report directly to the Director of Equity and Community Partnerships and is responsible for implementing activities related to the Office of Minority Health (OMH) grant that is being implemented from July 2021 through June 2023. The purpose of the OMH Health Literacy grant is to increase access to culturally relevant and appropriate health literacy information for community members disproportionately experiencing health disparities related to COVID-19. Based on current quantitative and qualitative data, the specific communities that will serve as priority populations for this work include LatinX, Black, African-American, Native Hawaiian/Pacific Island, Immigrant and Refugee communities and American Indian and Alaska Native communities. While this work will include ensuring strong connectivity and communication with community members, community-based organizations (CBOs), coalitions, Community Health Centers (CHCs), and tribal partners, the work will also focus on advancing System Transformation efforts related to the development of health literacy materials.

The Health Transformation Project Manager – Health Literacy must be committed to: (1) embedding



authentic community engagement practices and principles within HealthierHere's work, (2) utilizing an equity framework as a way of doing internal and external business; and, (3) partnering with consumers, community, clinical partners, Tribes and relevant stakeholders to make system-wide improvements that contribute to the elimination of health disparities and transform the health of the population in King County.

Throughout this work, HealthierHere emphasizes the significance of addressing social justice and equity and is committed to addressing health disparities through the lens of targeted universalism and addressing structural inequality.

Major Responsibilities

- Ensure the successful implementation of grant activities in a timely fashion:
 - Develop, implement and monitor project work-plan.
 - Communicate progress to HealthierHere's staff, Governing Board and committees.
 - Communicate progress to Public Health Seattle King County (PHSKC) and the OMH.
 - Ensure that HealthierHere is using a health equity lens throughout its planning, design, implementation and evaluation of programs and initiatives
- Convene and engage with grant partners (CBOs, CHCs, and Tribal partners) to identify and develop community-driven strategies to increase health literacy related to COVID-19:
 - Conduct outreach to gather and understand community needs, priorities and strategies related to health literacy.
 - Identify effective methods, processes and key partners to engage for optimal collaboration to improve health literacy as part of a coordinated Regional COVID mitigation, recovery and response effort.
 - Schedule, facilitate and convene partner meetings.
 - Analyze information gathered from partner meetings to develop community and Tribal-driven solutions for health literacy system transformation.
 - Prepare written materials that elevate community and Tribal-driven health solutions as part of health literacy system transformation.
 - Maintain feedback and accountability loop with CBO, CHC and Tribal partnering organizations.
- Provide technical assistance and support to contracted partners related to contract activities and deliverables:
 - Maintain communication with project partners.
 - Provide programmatic review of contract deliverables, requirements and invoices.
 - Provide technical assistance and support to contracted partners as needed.
- Coordinate with PHSKC to ensure the implementation of OMH grant deliverables:



- Coordinate with PHSKC and HealthierHere program staff to implement, and measure, strategies, program activities and deliverables in the OMH Health Literacy grant.
- Convene, facilitate and/or participate in regular meetings with PHSKC.
- Complete and submit required reports in a timely fashion.
- Communicate with broader stakeholders about the OMH Health Literacy program and results.

Ensure alignment with HealthierHere initiatives, investments, and values.

- Communicate and work effectively with a wide range of HealthierHere partners.
- Convene, facilitate, and present at meetings, workgroups, and committees to support implementation of health literacy strategies across the healthcare and social service delivery system in King County.
- Assist in identifying and coordinating the collection of successful client stories for HealthierHere communications.
- Build effective working relationships with peers, leadership, and partners.
- Apply HealthierHere's equity and inclusion principles to all assignments; promote outreach, inclusion, and active community engagement across a wide array of organizational partners.
- Perform other duties as assigned.

Experience, Qualifications, Knowledge, Skills

- Combination of life experience and/or education (such as a Bachelor's degree in a human or social services field) demonstrating at least five (5) years' professional experience reaching out to and incorporating the unique perspectives of historically marginalized and underserved community members into project planning and system-wide transformation efforts.
- Connection with and demonstrated ability to respect, understand and authentically engage with community members with diverse and unique backgrounds who are currently experiencing health disparities in King County.
- Demonstrated ability to design, implement and manage projects from design to completion.
- Excellent communication and community relations skills including, but not limited to, facilitative skills, ability to collaborate across community, clinical and Tribal Health partners, and ability to communicate effectively both orally and in writing; experience using social media for community organizing purposes.
- Demonstrated ability to build, and maintain, trusted relationships with communities served by HealthierHere's programs and initiatives.
- Strong organizational, interpersonal, time management and problem-solving skills.



- Strong attention to detail, follow-through, administration, and coordination skills.
- Strong ability to, and interest in, deep collaboration within and across teams to ensure work product is rooted in equity principles and processes that are inclusive of multiple perspectives.
- Experience using Microsoft Office, Word, Excel, Sharepoint, PowerPoint, Access, and other relevant computer programs to develop materials, monitor and communicate progress

Desired Qualifications

The most competitive candidates will lead with a passion for equity and bring:

- Experience working with small, medium, and large community-based organizations, trusted community advisors, local government agencies, Tribal Governments and Native and/or Indigenous people as part of a multi-sector, multi-cultural collaborative effort designed to improve health outcomes for communities experiencing health disparities specific to King County.
- Commitment to and experience integrating the social determinants of health, addressing health disparities, and working with marginalized and underrepresented communities including BIPOC communities.

HOW TO APPLY

To apply, please send your cover letter, responses to the following mandatory supplemental questions and resume to: careers@healthierhere.org Please put “Health Literacy Program Manager” in the subject line of the email.

Mandatory supplemental questions: Please provide a written response to each of the following writing prompts utilizing 500 words or less for each prompt –

- Please describe what equity means to you and why advancing equity is important as an organizational value.
- Please provide an example of an equity/social justice experience from your personal and/or professional life and how you would use that experience as a lens for your work at HealthierHere.
- Please describe what authentic community engagement means to you and how that guides your work.

As an equal opportunity employer, HealthierHere is committed to a diverse, multi-cultural work environment. HealthierHere does not discriminate in employment on the basis of age, race, creed, gender, religion, marital status, veteran’s status, national origin, disability, or sexual orientation. People of color, women, veterans, people with disabilities, and people of diverse sexual orientations are encouraged to apply.



About HealthierHere

HealthierHere is a non-profit, regional collaborative committed to reducing health disparities, advancing equity, and improving the health and wellbeing of all people in King County through innovative, cross-sector collaborations. We partner with community members and leaders from diverse sectors (health providers, social service agencies, community organizations, and consumers) to catalyze, test and invest in new and better ways to address health and social need so that all people can get the care they need, how they need it, when they need it.

HealthierHere is one of nine Accountable Communities of Health (ACH) in Washington State working to transform the healthcare delivery system, improve population health, prevent disease and address the social determinants of health. We strive for the “quadruple aim”—providing better care, lower costs, and a better experience for patients and providers.



As an organization, HealthierHere operates under a set of core values that include equity, community, partnership, innovation, and results. These values guide our work with each other and with our community partners. HealthierHere leads with equity. We work to intentionally eliminate disparities and address the current power dynamic and structural racism in our health care system that perpetuates inequities. We believe that every community member in King County should receive the type of care that they deserve - with respect and without stigma - to address their unique and individual needs.

As our name suggests, we are committed to health equity and believe that here, in King County, *everyone's* health matters.

More information about HealthierHere can be found at: <https://www.healthierhere.org>.