



Project Manager, Pathways to Health + Home

JOB TITLE:	Project Manager
FLSA STATUS:	Exempt Position
SALARY RANGE:	\$60,000 - \$70,000
BENEFITS:	Health Insurance, 403(b) Retirement Plan, Life Insurance, Flexible Spending Accounts (FSA) and Employee Assistance Program (EAP).
POST DATE:	January 14, 2019
CLOSE DATE:	Open until filled

Sacramento Covered is a nonprofit, 501(c)(3) organization whose mission is to improve the overall health of residents in the region by connecting individuals and families to health coverage, primary care, preventive services and other healthcare related needs to live healthy lives.

Our approach is locally based, data driven and high-touch.

Sacramento Covered is hiring a Project Manager for the Pathways to Health + Home program

JOB SUMMARY

Under the direction of the Director of Behavioral Health & Integration, the Project Manager is responsible for overseeing the expansion of the Pathways to Health + Home program within Sacramento Covered, and leads a team of Community Health Workers with an overall goal of assisting persons experiencing homelessness to access health, behavioral health, housing and social services.

PRIMARY RELATIONSHIPS

The position reports to the Director of Behavioral Health & Integration. Within the organization, the position has primary working relationships with the Director of Behavioral Health & Integration, senior management team, administrative staff, and project staff. Outside the agency, the position coordinates with project subcontractors, contractors, service providers, key stakeholders and community partners.

KEY FUNCTIONS & RESPONSIBILITIES

- Assist in determining the resources (time, data, money, equipment, etc.) required to complete the project
- Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project
- Monitor the progress of the project and make adjustments as necessary to ensure the successful completion of the project
- Ensure quality data collection and evaluate data for project monitoring and support
- Write reports on the project for management and for funders
- Ensure that the project deliverables are on time, within budget and at the required level of quality



- Establish and maintain relationships with community based agencies, funders and stakeholders
- Create and maintain comprehensive project documentation
- Supervise, coach and mentor project staff and/or volunteers
- Report and escalate to management as needed
- Other duties as assigned

ESSENTIAL SKILLS, BODIES OF KNOWLEDGE AND ABILITIES THAT ARE REQUIRED FOR THE POSITION

- The position requires commitment to the advancement of community and population-based health solutions along with a passion for innovative and unconventional work.
- The candidate must have a high level of adaptability and out-of-the-box thinking, and be comfortable with re-designing workflow processes based on emerging results.
- Demonstrated ability to successfully implement community-based programs.
- Requires a mature individual who possess excellent interpersonal and organizational skills.
- Exceptional and demonstrated communications skills are essential.
- Must be detail oriented and able to balance multiple priorities and projects.
- Must be a self-directed problem solver with advanced analytical skills.
- Demonstrated ability to coordinate activities of various individuals and teams.

REQUIRED

- Bachelors' degree (B.A.) and Master's Degree (M.A.) required with an emphasis in health, social services, psychology, communications or other related field; or at least four years of experience working in a health, nonprofit or social services field; or equivalent combination of education and experience.
- Supervisory experience required.
- Must be fluent in MS Excel and Word software applications, as well as possess a high level of capability with PowerPoint.
- Superior written and oral communication skills.

PREFERRED

- Licensed preferred.
- Awareness of socio-cultural characteristics of population served by Sacramento Covered.
- Cultural awareness and competency skills.
- Familiarity with web-based data collection and management tools and social media tools
- Strong knowledge of community resources in Sacramento.
- Familiarity and working knowledge of Medi-Cal, CalFresh and other public programs is preferred.



HOW TO APPLY

Please submit the following documents below by email to: lizette@sacramentocovered.org

1. Cover Letter
2. Resume
3. SC Job Application – located here: <https://www.sacramentocovered.org/join-our-team/>

Your resume will not be considered if a cover letter or job application is not included.

No phone calls please.

For more information about Sacramento Covered, please visit www.SacramentoCovered.org.

Sacramento Covered is an equal opportunity employer.

Sacramento Covered does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

*At Sacramento Covered we believe in **all** community*