

# Project Manager – Health Navigation



- **FLSA Status:** Full-time, Exempt
- **Compensation:** \$65,000 - \$80,000 (DOE); opportunity for growth
- **Post Date:** May 16, 2023
- **Application Deadline:** May 30, 2023

Be part of a team that is changing lives for the better. Under the direction of the Director of Community Health, the Project Manager is responsible for overseeing the expansion of Sacramento Covered's current health navigation program to assist community members in navigating and accessing community services, including enrollment into health coverage programs and connecting them to health care services.

## About Sacramento Covered

Sacramento Covered is a nonprofit with a mission of improving the overall health and wellbeing of Sacramento area residents by connecting individuals and families to health coverage, primary and preventative care, behavioral health services, and other health-related resources. We value our team members for the essential work they do in our community year-round. Because of this, we prioritize offering competitive pay, robust benefits, and maintaining a diverse and inclusive work environment that is purpose-driven and outcomes-focused!

### Healthcare Benefits

**We provide:**

- 100% of our employees' medical, dental, and vision plans
- 100% of employee dependents' medical plans
- Employee life Insurance coverage equal to 100% of annual salary
- A pre-tax Flexible Spending Accounts (FSA) for healthcare and dependent care expenses



### Wellness Program & Paid Time Off

**Each year, we provide:**

- 80 hours of vacation and sick time (accrue up to 120 hours each)
- 40 hours of PTO for Exempt positions
- 2 paid Wellness Days
- 13 paid holidays
- Employee appreciation events, professional development training, and retreats
- Access to an Employee Assistance Program (EAP) to help employees navigate work-related and personal issues



### Financial & Retirement

**We offer:**

- A 403(b) Retirement plan with immediate employer match up to 4%
- An opportunity for yearly bonus
- An Employee Referral Program (\$250 when you refer each future team member)



### Other Benefits

**We also offer:**

- An Employee Perks Program with discounts on amusement parks, travel, concerts, and more
- Mileage and tech reimbursement for eligible positions
- Clinical supervision hours provided by Licensed Clinical Social Worker (LCSW) staff for eligible team members
- Sacramento Covered-branded swag (shirts, hat, jackets, and more)



## Job Duties

- Supervise, coach and mentor project staff and/or volunteers.
- Report and escalate to management as needed.
- 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 any necessary adjustments to ensure the successful completion of the project.
- Ensure and evaluate quality project data collection, present results to team.
- Evaluate current systems to improve project operations to meet project deliverables.
- Establish and maintain relationships with community-based agencies, funders, and stakeholders.
- Create and maintain comprehensive project data and documentation.
- 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.
- Other duties as assigned.

## Requirements

- **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.
  - Must be able to work flexible hours, including occasional weekends.
  - Must have reliable transportation and be able to travel within the County.
  - Must pass a background check.
- **Educational Attainment:** Bachelors' degree (B.A.) with an emphasis in health, social services, psychology, communications or other related field; Or
- **Employment Experience:** At least four years of experience working in a health, nonprofit, social services or marketing field. Supervisory experience highly preferred. **For internal applicants:** At least 1 year experience in current positions/organization preferred and in good performance standing.

- **All newly hired employees are required to be fully vaccinated against COVID-19 prior to the first day of employment.**

**Preferred Skills/Qualifications:**

- 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, Covered California, CalFresh, and other public programs is preferred but not required.
- Organized, flexible, and able to meet multiple deadlines at a time.
- Analytical and research skills.
- Experience working with grants, budgets, and allocations.

**Physical Activities and Demands:**

- Remaining in a stationary position, often for standing or sitting for prolonged periods.
- Moving about to accomplish tasks or moving from one worksite to another.
- Adjusting or moving objects up to 15 pounds in all directions.
- Communicating with others to exchange information.
- Repeating motions that include the wrists, hands and/or fingers. (e.g. typing)
- Assessing the accuracy, neatness and thoroughness of work assigned.

**Environmental Conditions:**

- Normal temperatures in an open office environment. Quiet office environment with occasional noises and interruptions. Open office layout with enclosed office spaces.

**To apply for this position:** *Please submit a resume and cover letter.* Your resume will not be considered if a cover letter is not included.

For more information about Sacramento Covered, please visit [www.SacramentoCovered.org](http://www.SacramentoCovered.org).