

ST. LOUIS INTEGRATED HEALTH NETWORK POSITION DESCRIPTION

Position Title: RE-LINK Program Manager

Position Purpose:

This position reports to the Service Line Manager. As a member of the senior leadership team, the RE-LINK Program Manager (PM) oversees all aspects of the IHN RE-LINK Program. The RE-LINK PM is responsible for designing, implementing, evaluating, reporting, and operational management of all RE-LINK program activities. The RE-LINK PM provides direct supervision to Community Health Worker staff and coordinates internal and external partners in relationship to the RE-LINK program. This is a grant-funded position through June 2021, with possible transition to permanent staff at the end of the grant period, pending sustainability.

About IHN RE-LINK Program:

The purpose of the Re-Entry Community Linkages (RE-LINK) program is to improve health outcomes for re-entrants in transition from jail to their communities. The targeted population are economically/environmentally disadvantaged reentrants ages 18-26 that are discharged from jail to the community.

The goals of the RE-LINK program are: (1) improved coordination and linkages among criminal justice, public health, social service, and private entities to address health care and health care access of community re-entrants; (2) reduce health disparities experienced by the reentry and justice-involved population; (3) increase access to needed public health, behavioral health, health care coverage, and social services; and (4) reduced recidivism.

Qualifications:

- Strong analytical, interpersonal, communication and organization skills.
- Ability to work in a self-directed manner.
- Prior experience working with diverse populations, young adult populations, community based organizations, uninsured, Medicaid population, and incarcerated population is preferred.
- Supervision experience and a knowledge base in performance management is preferred. Knowledge of evidence-based practice and program evaluation is necessary.
- Knowledge of health education, motivational strategies, and an empathetic manner working with the underserved re-entrant preferred.
- Prior experience in community health outreach or similar positions within a health care setting is preferred.
- Prior experience with incarceration or in correctional environment preferred.
- Proficiency with Microsoft Word, Microsoft Excel, and Internet browsing software is essential. Experience with Efforts to Outcomes is preferred.
- Ability to work occasional flex hours, including evenings and weekends.
- Ability to possess a valid State driver's license and to travel.
- Bachelor's degree in social work, social science, counseling, human services, management, health care administration, criminal justice, or a similar degree, or 3-5 years of relevant experience required. Master's degree preferred.

Primary Responsibilities:

- Responsible for the implementation of the goals and objectives set forth and adopted by the IHN.
- Executes the day-to-day development and implementation of the IHN's RE-LINK program. Operations Management of the RE-LINK Program including but not limited to:
 - Developing and maintaining a RE-LINK employee manual as well as hiring, training, supervising and evaluating RE-LINK staff.
 - Planning and implementing skill development for RE-LINK staff individually as well as for the team.
 - Program budget management.
 - Accountable to maintain required program metrics.
 - Develops and maintains an objective, reliable and consistent database of information on program metrics and outcomes for the RE-LINK program.
- Reports on key metrics and objectives of the RE-LINK Program.
 - Effectively informs development of the outcomes management design.
 - Executes all reports as required by the grant funded opportunity.
 - Provides timely and relevant reports to Service Line Manager regarding the status of the goals and objectives established by the IHN on the RE-LINK program.
- Manages key relationships with internal and external partners of the RE-LINK Program.
 - Schedules and drives regular meetings with all partners.
 - Develops and coordinates the Health and Social Service Network (HSSN) and plays a leadership role in HSSN.
- Provides Community Leadership and Outreach:
 - Serve as IHN Representative on community initiatives, taskforces and workgroups as relevant to the RE-LINK Program and mission of the IHN.
 - Provide educational presentations and media coverage on the IHN and RE-LINK Program.
 - Develops and facilitates trainings with HSSN partner organizations as required by the grant. Training topics include Culturally and Linguistically Appropriate Services (CLAS), trauma-informed, and health equity.
- Develop a sustainable model for the RE-LINK Program by the end of the 60-month grant period. In conjunction with the HSSN, identify funding sources and mechanisms for continuing and/or expanding the HSSN by the end of the 60-month grant period.
- Perform other duties as assigned.

Competencies:

Incorporates basic competencies into all aspects of the position, including:

- *Leadership:* Exudes confidence in serving as a champion in the formation and implementation of the IHN's objectives.
- *Learning orientation:* values and seeks opportunities to learn. Collects and uses information relevant to work-based problems.

- *Attitude toward change*: adapts to and works effectively with a variety of situations, individuals, groups and systems.
- *Personal effectiveness*: takes initiative to do more than the minimum requirements of the job. Expresses self- confidence in stating opinions and when called upon to make decisions.
- *Achievement motivation*: sets challenging objectives and works to continually improve personal performance.
- *Interpersonal and team performance*: builds and maintains positive relationships with people on the job. Listens effectively to understand others.
- *Respect for differences*: recognizes and appreciates differences in style, approach and background.
- *Quality focus*: minimizes errors and maintains high quality by checking or monitoring data and work in a timely manner, and by developing and maintaining systems for organizing work and information. Actively explores ways to improve quality of output.
- *Problem-solving effectiveness*: uses data and analytical thinking to identify problems and develop solutions.

Additional Information:

Position is full-time, 40 hour per week, 5-year grant funded, exempt position. Employee will be eligible for full benefits including health, retirement and vacation benefits. We invite potential candidates with incarceration histories or criminal justice system contact to apply.

Starting Salary Range: Contingent on qualifications/experience.

Reporting Relationships:

The RE-LINK Program Manager reports to the Service Line Manager.

Work Environment:

Regular, daily travel to RE-LINK staff sites and external meetings required within a 30-mile radius. Travel is primarily local during the business day, although some out-of-the-area travel may be expected. Rare overnight travel. The employee is constantly required to talk, hear, and operate a computer and mouse. The employee is frequently required to walk, bend, twist, push, pull, reach above shoulder and use hands to finger, handle, or feel. The employee will occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision and distance vision.

Application Instructions:

Please send cover letter, resume, reference list, and salary requirements by e-mail to:

St. Louis Integrated Health Network
 ATTN: Human Resources
 HR@stlouisihn.org