



VACANCY/JOB POSTING

Job Title: Program Manager – Chronic Disease Management

Department: Wellness – REACH – Families Taking Action for Health in Diabetes (FAM-ACT)

Reports to: Chief Executive Officer

Position Summary: Highly motivated Program Manager to manage the REACH Detroit Partnership's research projects (currently FAM-ACT project) aimed at promoting the reduction of health disparities among CHASS Center, Inc. patients and community members to prevent and manage type 2 diabetes and other complex chronic health conditions. These research programs may include multiple projects that are developing and testing innovations in improving health care for adults with, or at risk for, type 2 diabetes and other complex chronic health conditions. This position presents a unique opportunity to work closely with academic partners from the Universities of Pittsburg and Michigan, and community partners using a community-based participatory approach and community health worker model to strategically integrate multiple federally and other funded projects that focus on new approaches to health behavior change, multidisciplinary team-based healthcare models, data collection tools for research teams, technological tools for participants, and establish partnerships with participants' communities.

The Program Manager will plan, implement, and sustain initiatives that align with CHASS Center's organizational goals and objectives, and assist in other CHASS related tasks and projects as assigned.

Essential Duties and Responsibilities: The Program Manager will be responsible for directing, supervising, coordinating, and managing the overall program infrastructure that enhances the impact of program projects and team members. Key responsibilities:

- Strategic planning in close collaboration with principal and co-investigators and other team members.
- Recruit, hire, train and build the capacity of staff, interns, and volunteers to effectively perform research activities and related tasks.
- Supervise staff, interns and volunteers, coordinate FAM-ACT activities, conduct case management, and oversee all aspects of the research study subcontract.
- Assist in developing, monitoring and reporting related to Institutional Review Board (IRB) and funder requirements.
- Assist in developing and implementing internal and external dissemination protocols and communication strategies.
- Participate in summarizing, reporting, and presenting study findings, developing grant applications, and preparing presentations, manuscripts, and briefs.
- Adhere to timetables, work plans and grant requirements.
- Assure fiscal accountability (develop, monitor, and maintain funding awards, contracts, and project budgets).
- Assist in developing and implementing a funding strategy to sustain interventions (oversee CHASS research agenda; proposal development and grant writing).
- Use a community-based participatory approach and community health worker model to conduct research activities.
- Keep abreast of the latest developments on the care and management of type 2 diabetes and other chronic diseases.
- Assist in sustainability efforts by establishing and maintaining relationships with key stakeholders at the local, regional, statewide, and national levels.
- Participate in statewide and national efforts that influence policy and workforce development to promote and sustain the integration of CHWs into health systems and health care teams.
- Other duties as assigned.

Date Posted: March 9, 2022

Special requirements, qualifications, licenses, or certifications:

- Master's degree in public health, nutrition, nursing, social work, or human services.
- Experience coordinating and managing public health or social sciences-oriented research and/or demonstration projects, program planning, and/or administration, with a minimum two years' experience in a supervisory or lead in-charge position.
- Knowledge of, and experience with, Institutional Review Board (IRB) requirements when conducting human subjects research; community-based participatory research principles; community health worker model; and qualitative and quantitative research methods of data collection and analysis.
- Knowledge and skills in proposal development and grant writing.
- Skills in developing comprehensive reports, presentations and assisting in the development of publications.
- Knowledge of fiscal management and skilled in developing, monitoring, and maintaining budgets.
- Experience in developing and conducting staff trainings and professional development.
- Knowledge of computer systems and applications.
- Experience working with multicultural communities, and in working effectively with representatives from community-based organizations, practice and academic settings, key stakeholder organizations, patients, and the public, and the ability to act as a liaison between groups.
- Strong attention to detail, ability to think critically, excellent organizational and communication skills, versatility, ability to exercise initiative, judgment, problem-solving, and decision-making.
- Ability to work independently and within a team to ensure progress on multiple projects and tasks simultaneously.
- Excellent verbal and writing skills, and experience communicating about research to stakeholders and the public.
- Experience with public speaking.
- Ability to speak Spanish a plus.
- Strong interest in the following areas: chronic disease management, community-based participatory research, building the capacity of community health workers and research assistants to successfully conduct research activities, social justice, and health equity.
- Must be available for evening and weekend activities as needed, and occasional travel within and outside of the State.
- Must have reliable transportation, valid Michigan driver's license, and current motor vehicle insurance.

All candidates interested in applying, must submit their written request and resume to Human Resources Department employment@chasscenter.org