



Position Available: Manager Community Health Promotions (CHP)
Location: Cleveland and Akron Ohio
Pay Rate: Based on qualifications
Status: 1FTE, Exempt

SUMMARY

Asian Services In Action (ASIA) is a growing non-profit multi-service agency with two sites (Akron and Cleveland) and operates the International Community Health Center (ICHC), a federally qualified health center serving predominantly low-income, underserved, limited English-speaking Asian American and Pacific Islander (AAPI) and other immigrant and refugee populations of all ages. Our mission is to empower AAPIs, refugees and immigrants in Northeast Ohio to enhance their well-being, build their communities and to improve their self-sufficiency through culturally and linguistically relevant information and services.

This is a unique opportunity for a highly motivated person with competent skills in the area of community health promotions, including disease prevention, education, outreach, etc. The position has the possibility of taking on greater responsibilities and roles with the agency, provided that the candidate demonstrates potential, motivation and commitment. The position reports directly to the Director of Operations of the clinic with further supervision from the Chief Executive Officer and works strategically with ASIA's International Community Health Center, a federally qualified health center.

DUTIES

- Supervise bilingual community health outreach workers;
- Working with ICHC providers and other experts, assist in creating health education materials and presentations as part of grant deliverables and/or in response to identified community needs
- Plan, organize, and direct day to day activities related to CHP and other relevant ASIA-ICHC grant-funded programs including health education, outreach to community leaders and information gathering to assist ASIA's needs assessments.
- Coordinate with ICHC staff to assist in patient support such as appointment reminder contacts and certain follow-up communications; help the clinic stay in touch with patients.
- Coordinate with ICHC staff and oversee Insurance Marketplace Navigator program
- Participate in the Quality Improvement/Quality Assurance (QI/QA) committee; participate in discussions regarding improving performance in QI/QA and Value-Based Care measures
- Advise staff in creating surveys; oversee and participate in survey taking and other data collection efforts.
- Oversee the clinic's patient satisfaction survey program
- Work closely with evaluation manager to collect information for grant reporting and grant seeking.
- Participate in strategic decision making regarding the community health promotions program; help identify community needs and potential new programs
- Assist in seeking grants and other forms of support for the Community Health Promotions program
- Collaborate with other departments within the agency; maintain regular and open communication with agency staff
- Work actively with ethnic communities and other community partners; build partnership with diverse Asian and other communities; serve as a liaison between communities and ASIA/ICHC
- Provide accurate reports to the Asst. Director of Operations on the progress of projects;
- Perform basic human resources tasks such as onboarding, tracking leave, and ensuring that time sheets are accurately prepared
- Complete project paperwork and data entry in a timely manner.
- Manage grants that support the CHP program including budgeting and grant reporting,
- Perform other related duties as assigned

QUALIFICATIONS

- Bachelors in Community Health Promotions, Public Health, Health Education, Biological Science related field or completion of a recognized post-secondary higher education program in Community Health.
- Demonstrated track record in program accountability (i.e. managing budget, fulfilling grant required reports and other deliverables, etc.)
- Effective communication (both written and spoken)
- Independent and flexible
- Team Player
- Results Driven
- Experience with Federally Qualified Health Centers and/or electronic health records a plus
- Ability to reach and engage Asian ethnic communities and other program related stakeholders
- Strong organizational skills with the ability to handle multiple tasks and to prioritize work
- Ability and some experience in program evaluation, development and sustainability
- Computer skills including proficiency with word processing programs, i.e. Microsoft Word, Access, Excel, etc.
- Flexible, and able to plan and prioritize workflow and meet tight deadlines
- Excellent attention to detail and follow-through
- Requires some evening and weekend hours
- Demonstrated competence in working on behalf of Asian Pacific Americans
- Possess strong organizational, program development and implementation skills,
- Competency and proficiency in engaging Asian and other ethnic communities,
- Ability to manage multiple grants or projects,
- Keep accurate records
- Proficient in a major Asian language desired
- Must pass criminal background check
- Must have a valid driver's license and be able to travel among the offices, activities, and events.
- Must be willing to travel to and work in both Summit and Cuyahoga counties and elsewhere in the state as required.

CONTACT

Please send cover letter and resume to: HRManager@asiaohio.org. No calls please.

Asian Services In Action, Inc. promotes equal employment opportunities for all applicants and employees. ASIA will not discriminate against any applicant for employment on the basis of race, color, religion, sex, national origin, veteran status, age, sexual orientation, marital status, or the presence of any sensory, mental or physical disability in any employment practice, unless based on a bona fide occupational qualification. Women, minorities, and disabled are encouraged to apply.