



CSHC is seeking a Director of Program Development to lead our statewide work providing assistance and training to school-based health centers (SBHCs) to enhance their sustainability and improve the scope and quality of their services.

This is a leadership position that will work closely with the Executive Director and Associate Director to guide organizational direction and strategy.

CSHC is the leading voice in California for the movement to put health care where kids are—in school. We are a vibrant organization and have established a strong statewide presence with consistent growth over the past ten years. Our three areas of work include:

1. Advocating for public policies that enable SBHCs to become a sustainable part of the health care and educational systems.
2. Expanding and improving programs and practices among SBHCs and other school health service models.
3. Raising support and awareness of SBHCs through strategic communications.

For more information on our work, please visit our website at www.schoolhealthcenters.org.

The Director of Program Development (DPD) is a full-time position based in Oakland, reports to the Executive Director, and has supervisory responsibility for 2-4 staff. This is an excellent opportunity for a motivated and creative individual to participate in shaping the growth and future direction of our organization.

JOB DESCRIPTION

Planning and Strategy

- The DPD will work with CSHC's Executive and Associate Director to develop the overall strategy and workplan for CSHC's work with the field.
- We expect the DPD to be monitoring current trends, connecting with other organizations, gathering information from the field, and looking for promising new areas of work or opportunities for CSHC.
- The DPD will also work with senior staff and funders to generate resources to advance CSHC's work in new directions.

Content Expertise

- The start-up of new SBHCs is a core part of CSHC's work. The DPD should have a background in clinic operations and understand the process of starting a clinic in a school setting.
- In conjunction with CSHC's other staff, the DPD will need to be proactive in developing his/her expertise in programmatic areas such as obesity prevention,

electronic health records, teen-friendly services, insurance outreach and enrollment, mental health or other areas that offer an opportunity for SBHCs to expand their services.

Training and Technical Assistance

- The DPD will be responsible for developing various tools, web pages, manuals, webinars, and presentations to help SBHCs and school health programs implement/improve their services. The specifics will vary each year depending on our priorities and funding. We expect the DPD to be able to conceptualize these materials, create them (and/or work with other staff to create them), and deliver the trainings.
- The DPD also needs to be able to meet with individual school or clinic personnel to provide one-on-one assistance or troubleshooting and to oversee projects such as needs assessments or evaluations.

Outreach and Communications

- The DPD will represent CSHC and conduct outreach through presentations at conferences and meetings and through participation in workgroups and coalitions.
- This position will manage the sections of CSHC's website and e-communications that relate to program development and technical assistance (e.g., enews sections on new resources, funding opportunities, or events).
- This position will play a lead role in planning, executing and promoting CSHC's annual conferences.

Operations and Supervision

- This position will supervise our program managers and technical assistance staff. Supervisory responsibilities include regular meetings, performance reviews and professional guidance and support.
- The DPD will also take responsibility for preparation of the sections of grant proposals and reports that pertain to program development.
- The DPD will attend some parts of CSHC's board meetings and will work closely with some board members on projects as appropriate.
- This position requires regular travel within California and occasional out-of-state travel or weekend/evening hours.

Salary dependent on experience. CSHC offers a competitive benefit package.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Minimum 5 years experience running or working in a school health center or equivalent combination of experience in a community clinic, medical practice, and school health capacity.
- Strong knowledge of operational issues related school health centers and/or community health centers.
- Preferred knowledge of clinical issues related to child and adolescent health care.
- Preferred knowledge of quality improvement, care coordination, medical home, electronic health records.

- Experience designing and conducting educational presentations and developing educational materials.
- Experience with program planning, strategy development, and budget monitoring
- Minimum three years supervisory experience.
- Excellent communication skills and rapport with clients, trainees, peers, etc.
- Excellent administrative and organizational skills.
- Ability to travel, including overnights, and to work weekend or evening hours when necessary.

EDUCATION

Master's Degree in Public Health, Nursing or related field.

Interested candidates are invited to submit a resume and cover letter to jobs@schoolhealthcenters.org