



Hampton Roads Community Action Program

2410 Wickham Avenue
Newport News, VA 23607

POSITION ANNOUNCEMENT

Position: Community Health Initiatives Manager
Location: Newport News, Virginia
Department: Strategic Initiatives – Community Health
FSLA Status: Exempt

Why Work for HRCAP: HRCAP is a regional organization with a steadfast commitment to improve the quality of life through programs in education, training, work experience, emergency services, housing counseling and many other success proven programs. We have been at the forefront of attacking the root causes of poverty towards the goal of elimination. As a result, many families have broken the chains of poverty and are now equipped for success.

SUMMARY: The Community Health Initiatives Manager will address a broad range of health issues while providing ongoing community resources. The position will oversee the service delivery of health initiatives offered by the agency. The manager will supervise all programming offered directly and indirectly through one-one-one interactions or in group sessions that take place in homes or community settings.

FUNDING NOTICE: The position will be reviewed by March 31st annually to determine funding availability in the new fiscal year beginning July 1st annually.

COVID-19 NOTICE: Proof of receipt of the COVID-19 vaccination required. Proof of immunization must include a copy of documentation indicating the vaccines received.

Education and/or Experience: Obtain membership with the Virginia Community Health Work Association within six month of employment. Obtain Community Health Worker certification within 90 working days of employment. Master's degree in Human Services field, Social Services, Sociology, Human Services, Psychology, and a minimum of five to seven years of appropriate and related experience with public assistance program administration. Member of a local gym. Experience with program eligibility evaluation. Must possess experience working with TANF and VIEW eligible clients. Expertise in MS Office-Excel, PowerPoint, and Word. Criminal record check, driving record and credit report required for employment. Track record for maintaining and deepening relationships with clients, community partners, etc. Adept at networking, building relationships, and community engagement. Ability to work across the organization to deliver solutions that meet internal and external objectives

Responsibilities Include: Research and identify funding opportunities to expand department. Responsible for securing at least \$180,000 annually. Create and secure facilitators for monthly webinars/workshops for public, staff, and whole family clients. Establish a health-care coalition to discuss challenges in serving the public and ways to connect low-income families to primary care physicians that are accepting new positions. Connect individuals to healthcare careers. Recruit and enroll individuals in job readiness healthcare cohorts. Supervise healthcare staff. Establish contracts with local LCSW consultants to provide one-on-one counseling and group counseling to support clients and staff as needed. Partner with the Peninsula Health District and other Southside Health Districts to create monthly webinars, seminars and onsite experiences. Collaborate with health partners to setup monthly clinics to address needs assessment data. Connect individuals and families to mental health resources. Serve as health advice for agency operations including Pandemic Response Team. Responsible for delivering and supervising coaching on health, mental health, and nutrition services. Assist families to sustain the social, health, economic, behavioral, and emotional functioning of individuals and families. Coordinate, facilitate and train individuals interested in the medical/healthcare field/cohort. Conduct outreach to communities served by

HRCAP, ensure that individuals and families have access to available healthcare resources. Assist with making referrals of qualified customers to clinics and providers serving the community. Conduct workshops on nutrition, opioid abuse, pain management, and vaccine efficacy. Develop and deliver culturally appropriate informational literature (brochures and flyers) into the community. Plan and conduct workshops to provide information on vaccines. Prepares and completes various forms, reports, correspondence, case records, client activity reports, service plans, assessment instruments, needs assessments, purchase orders, invoices, applications, funding reports, charts, or other documents. Operates several technology tools (desktop, laptop, tablet, cellphone, hotspot, etc.) to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections. Attend legislative events to advocate for agency programming and funding – local, state and federal. Utilize MS Office, EmpowOR Client Management System, e-mail, internet, other computer programs. Maintains confidentiality of department issues and documentation. Provides assistance to other employees or departments as needed. Represent the organization in professional, civic, and community groups as requested by the COO. Serve as site coordinator for individuals requiring internship hours with HRCAP. Performs other related duties as required.

Salary: Negotiable, based on experience. Forty (40) hours per week with Benefits.

Application: Qualified individuals should apply at 2410 Wickham Avenue, Newport News, VA 23607. Office hours are 8:00a.m. - 5:00p.m. Monday through Friday. You can also visit: <https://hrcapinc.org/about/employment/> to print an application and mail it to P.O. Box 37, Newport News, VA 23607 or fax it to 757-534-9240. Also you can email your application and resume to hrcapresume@hrcapinc.org

Closing Date: Applications accepted until position is filled.

Hampton Roads Community Action Program is an Equal Opportunity Employer