

Job Description

Job Title	Equity Data Program Manager		
Reports to	Vice President, Foundation		
Effective Date	January 1, 2022	Manager of People	No
FLSA Status	Exempt	EEOC Class	2

ABOUT NCHA

NCHA is a statewide trade association representing more than 130 hospitals providing acute care, ambulatory care, sub-acute care, rehabilitative, home health and hospice services, behavioral health services, state psychiatric inpatient services and veterans' services. The association promotes and supports our members and associated partners by advocating for sound public policy, advancing collaborative partnerships, and accelerating innovation to improve the health of the communities where we live and work. NCHA achieves this work by leverage the scope and scale associated with a \$18+ million-dollar organization, which is funded by members' dues, grants, and shared service.

The NC Healthcare Foundation (NCHF) is one of the top 5 largest foundations affiliated with state hospital associations in the country.

PURPOSE

The Equity Data Program Manager is responsible for providing project management support to multiple health equity and patient safety initiatives as part of NCHA's vision to a North Carolina where high-quality healthcare is equitable and accessible for all. Utilizing strong project management, communication and critical thinking skills, the program manager helps ensure assigned projects are completed with a high degree of efficiency and effectiveness. This position is grant funded and will be reviewed annually based on funding availability .

RESPONSIBILITIES

- Support in the planning and implementation of multiple health equity and patient safety initiatives to include: building the capacity of healthcare system leadership teams to advance equitable change and improve health outcomes, and developing a pipeline of diverse healthcare leaders.
- Provide project management for key tasks and initiatives outlined by the NCHA Equity Committee and developed by NCHF. The NCHA Equity Committee is charged to identify and recommend initiatives, data, and partnerships that will eliminate structural racism among North Carolina's healthcare workforce and institutions.
- Support NCHA's Patient Safety Organization (PSO) and equity oriented transition by managing daily PSO operations and the development and delivery of member services and education. The PSO is a federally designated entity supporting harm reduction in healthcare through the collection and analysis of patient safety data and the provision of education and technical assistance to healthcare providers.
- Assist in the development of strategies to embed equity into healthcare quality and safety.

- Develop project plans, monitor project timelines, deliverable completion and outcomes, and communicate project progress and risks to internal and external stakeholders.
- Oversee all project documentation, such as project trackers, meeting minutes, and reports.
- Support REAL data collection and analyses and participate in program design and evaluation efforts.
- Conduct research and develop a database on the projects, interventions, and pilots developed to support NC hospitals to deliver equitable care.
- Track legislative and regulatory policies regarding key health issues with a focus on health equity, patient safety, health insurance access, and inclusion in health data.
- Monitor the field of innovation, social justice, and philanthropy to stay current on DEI and racial equity programs, research, and developments in the healthcare industry.
- Responsible for logistics coordination associated with virtual and in-person meetings related to assigned projects and the NCHA Equity Committee.
- Cultivate and maintain relationships among key internal and external partners.
- Support fundraising events and efforts.
- Perform other tasks and duties as assigned.

MISSION/VISION/VALUES

- Embrace the NCHA mission to improve the health of the communities where we live and work by advocating for sound public policy and collaborative partnerships
- Support the vision for a North Carolina where high-quality healthcare is equitable and accessible for all
- Demonstrate the association's core values in all relationships, at all times. Respect. Integrity. Teamwork. Accountability. Perseverance.

INTERNAL RELATIONSHIPS

- Collaborates with program leads, evaluation and data teams members, internal subject matter experts, and other NCHA staff on the development and execution of NCHF initiatives
- Works closely with Senior Director of Operations and grant management staff to help ensure completion of grant deliverables and compliance with funder requirements
- Coordinates work with support staff as needed on project logistics

EXTERNAL RELATIONSHIPS

- Develops and maintains good working relationships with health systems, healthcare providers, community organizations, and funding partners
- Maintains communication and coordinates project deliverables with external partners
- Provides technical assistance to program participants under the direction of assigned project leads

EDUCATION AND EXPERIENCE

- Bachelor's degree in an applicable field required
- Minimum two (2) years direct experience required in project or grant management role, preferably in a healthcare, public health, or social work setting
- Demonstrated experience in project management, performance improvement, and change management
- Experience with database and website management as well as project management software
- An equivalent combination of education, training, and experience may be considered

KNOWLEDGE, SKILLS AND ABILITIES

- Strong project management aptitude
- Strong organizational, planning, and time management skills

- Knowledge of program development, execution and evaluation methodologies
- Advanced knowledge and proficiency in MS Excel, MS PowerPoint, WordPress and MS Word
- Analytical/Critical thinker
- Service-oriented
- Excellent written and oral communication skills
- Excellent teamwork and collaboration skills
- Experience with database and website management
- Experience with project management software

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work performed mostly in an office environment.
- Use a computer throughout the workday.
- May require occasional travel.

COVID-19 VACCINATION POLICY AND PROCEDURE

- Newly hired NCHA staff will be expected to achieve policy compliance within the first six weeks of NCHA employment.
- NCHA staff may receive the vaccine from any vaccine provider.
- NCHA staff must provide documentation of vaccination to the Director of Human Resources.
- Acceptable proof of vaccination is a document (CDC COVID Vaccination Record Card) by the professional who administered the vaccine which is a World Health Organization (WHO) approved COVID-19 vaccination dosage series or have received the single dose J&J vaccine.
- Vaccination exemptions may be granted for documented medical contraindications/circumstances and religious beliefs

North Carolina Healthcare Association is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, national origin, veteran status, disability, sexual orientation, or other protected status.