



Senior Program Officer - Public Health

POSITION SUMMARY

The Senior Program Officer (SPO)- Public Health is responsible for serving as the primary data liaison between the Desert Healthcare District and Foundation (District and Foundation) and the County of Riverside's Public Health department and as well as connecting with other agencies, as appropriate.

The SPO- Public Health works to strengthen and maintain a strong partnership for the purposes of data sharing and data analysis to inform the District and Foundation's work in addressing health disparities, applying an equity lens to data, and developing program evaluation strategies, including identification and tracking indicators in platforms like Clear Impact.

Additionally, the SPO – Public Health participates in grant program oversight and administration, grant application/proposal review and processing, and examination of grant program evaluation and benchmarking.

FLSA Status

This position is exempt under the Fair Labor Standards Act.

Reporting Relationship

Reports to the Chief Program Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Contribute to building a robust and sustainable long-term partnership between the District and Foundation and partners like Riverside University Health System-Public Health.
- Collaborate with federal, state, and county departments, officials, community leaders, universities, and other agencies to obtain and communicate relevant data.
- Inform Riverside University Health System-Public Health social determinants of health gaps in the Coachella Valley community and opportunities to collaborate in a timely manner.
- Analyze and interpret data, identify findings, and present them in visual and narrative formats that are understandable for internal and external stakeholders.
- Responds to external and internal requests for data on health-related indicators.
- Participate in the District and Foundation's strategic planning efforts to inform strategic goals and activities.
- Advance the District and Foundation's Board of Director's Strategic Plan by connecting with community organizations, engaging in community and program research, and increasing avenues for the organization and the Foundation to participate in civic engagement opportunities.
- Lead the implementation and successful integration of the District and Foundation's data dashboard.

- Maintain and monitor the District and Foundation’s data dashboard to track the performance and impact of the District and Foundation’s Strategic Plan goals and other collaborative initiatives.
- Assist in the development of baseline data and health indicators for ongoing management and continuous improvement of the District and Foundation’s Strategic Plan.
- Provide data feedback and narrative to internal and external partners to ensure all health initiatives maximize their impact within the community.
- Consult with community organizations, community health subject matter experts, university-based researchers and outreach staff, and policy makers to design and develop initiatives to promote population health and wellbeing.
- Conduct original and secondary research to analyze trends in community health and increase the visibility of factors that improve community health.
- Work in collaboration with the Chief Program Officer to coordinate, administer, and oversee existing grant programs.
- Review grant proposals, perform due diligence work, manage current grants, and evaluate grant results.
- Work in collaboration with the Chief Program Officer to ensure all grants include suitable evaluation and accountability measurements and offer subject matter expertise and guidance to non-profit organizations to help develop strong evaluation plans where needed.
- Actively engage with local stakeholders to remain up to date as to the health concerns and needs of the community.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

This position has no supervisory responsibilities.

MINIMUM QUALIFICATIONS

To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

A Bachelor’s degree from an accredited institution, or the equivalent; a degree in Public Health or a similar area of study is preferred.

Professional Experience

Four (4) years research, evaluation, grant management, administrative, program and support experience, preferably in nonprofit, governmental or related institutions.

Language Skills

- The ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- The ability to write reports and business correspondence.
 - The ability to effectively present information and respond to questions from groups of managers, constituents, internal and external stakeholders, and the general public.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret graphs.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

- Solid experience with computer skills in email and calendaring applications, and in using word processing, spreadsheets, presentation, and database software.

Other Skills & Qualifications

- Knowledge of grant program management principles.
- Strong knowledge base of community health and wellness.
- Understanding the principles of social determinants of health.
- Ability to manage and prioritize multiple tasks and projects according to established organization criteria and protocols.
- Strong organizational and time management skills.
- Strong interpersonal skills and the ability to work in a diverse work environment.

Certificates, Licenses, and Registrations

None.

Travel Requirements

This position requires local or regional travel up to 20% of the time.
Access to reliable transportation.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

The employee will sit, talk, hear, and use hands up to 2/3 of the time. The employee will stand and walk up to 1/3 of the time. The employee is routinely required to carry and/or lift up to 25 pounds

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.