



California's Valued Trust JOB DESCRIPTION

Position:	Health Program Manager
Reports To:	Director of Strategic Initiatives
Status:	Full Time
Classification:	Exempt

Position Summary:

Under the general direction and supervision of the Director of Strategic Initiatives, The Health Program Manager is responsible for the implementation and evaluation of CVT's health and wellness activities and programs including but not limited to the Fit for Life wellness program, health management programs for rare and chronic health states and other related programs and resources associated with identifying and reducing health risks in the CVT population.

Essential Duties:

- Develop and manage integrated complex health programs and project plans that consistently achieve health management and wellness program/project objectives
- Responsible for organizing and integrating cross functional health management and wellness program resources and activities to ensure successful program/project completion
- Evaluate health management and wellness project and program performance, communicate progress with leadership and implement corrective actions as required
- Serves as liaison with associated health management and wellness program/project vendor partners
- Ensures successful program delivery and integration between projects within functional groups
- Presents and communicates the CVT health management and wellness philosophy, programs and services throughout California
- Provides guidance, leadership and assistance on health management and wellness programs/projects to participants
- Develops educational/communication strategies to stimulate interest and motivate participation in a wide range of health management and wellness programs
- Assembles, advises, evaluates, restructures and coaches project/program teams in a complex environment
- Ensures that programs and projects meet or exceed scope, cost, time and quality objectives and customer expectations

- Operates within CVT policies, rules and expectations of a business model emphasizing service and personal attention
- Actively seeks to enlarge, improve and promote creative wellness concepts and individualize to accommodate regional needs
- Attend appropriate conferences, health events, screenings, union and district functions to advance health management and wellness programs and philosophy
- Prepare monthly activity reports and details of wellness services, functions, etc. for the CVT board and administration
- Assist in creating, maintaining and updating health management and wellness resources, library, files, etc.
- Perform any other duties as assigned or requested or assist in special projects in other departments as assigned or requested

Minimum Qualifications

Education:

- BA or BS Degree from an accredited college or university with major course work in health or wellness-related field, such as nursing, public health or health education preferred.

Experience, Skills & Abilities:

- Minimum 3- 5 years of increasing responsible experience in the successful development and implementation of health and wellness programs for a large state-wide multi-employer organization with demonstrated clinical and financial outcomes preferred
- Knowledge of insurance industry and/or education field is advantageous
- Experience planning, implementing and evaluating health education and outreach programs
- Capable of designing complex plans for projects and programs
- Excellent verbal, written and interpersonal skills; ability to interact and communicate effectively with the public and upper management of groups
- Strong knowledge and awareness of Wellness, Healthcare and Health benefits desirable
- Ability to effectively speak publicly to large and small groups
- Excellent organizational skills and attention to detail
- Function successfully working independently with minimal supervision
- Ability to manage time, schedules, and multiple tasks effectively
- Proficient in use of technology and computer applications
- Budgeting and reporting experience

Miscellaneous:

Required to work irregular hours, evening, and weekends when necessary, without additional compensation
Travel is extensive locally, statewide and occasionally nationally
Required to maintain and submit accurate monthly expense account information with proper documentation

License**Requirements:**

Possession of a valid Class III California driver's license
Must be insurable/bondable at the "standard rate" by the insurance carrier at all times while employed as a Health Program Manager

Confidentiality:

Requires adherence to established policies on confidentiality of records and other information available through employment with the Trust