

# Job Description

JOB TITLE:	Program Officer A
REPORTS TO:	Program Director
FLSA STATUS:	Exempt
APPROVAL DATE:	December 14, 2018

## About the Montana Healthcare Foundation

The Montana Healthcare Foundation makes strategic investments to improve the health and well-being of all Montanans. Created in 2013, MHCF has approximately \$170 million in assets making it Montana's largest private, health-focused foundation. MHCF contributes to a measurably healthier state by supporting access to quality and affordable health services, conducting evidence-driven research and analysis, and addressing the upstream influences on health and illness. The Foundation is overseen by seven dedicated trustees from across the state and run by an innovative, close-knit team of nine, led by CEO Aaron Wernham, MD. MHCF is a permanent resource for Montana and serves as a catalyst for health care innovation.

## Position Summary

This is an opportunity for an innovative health professional to join a creative, growing organization with a permanent endowment to support health improvement in Montana. The program officer will report to the program director and will work with them to support the development and implementation of initiatives that improve and strengthen the health care system. This position will focus on supporting our partners in the [American Indian health](#) and [perinatal behavioral health](#) initiatives, as well as other initiatives as assigned. The program officer will provide technical support and build relationships that enable effective implementation of MHCF programs. In addition, the program officer will manage a grantee portfolio and work closely with colleagues on other Foundation focus areas.

The ideal candidate brings a willingness to work closely with Foundation colleagues and the intellectual agility to contribute to the full range of related issues the Foundation is addressing. Complementing a passion for addressing health issues, this individual will have an ability to understand and analyze the business, legal, and financial issues related to health administration. Exemplary verbal and writing skills are essential.

Humility, empathy, and a bias toward listening are key attributes needed in this role. The successful candidate must demonstrate cultural competence, sensitivity and awareness to be an effective emissary of a large funding entity serving all Montana residents. This is an opportunity to bring a passion for changing health outcomes in the state of Montana to an organization with the dynamism of a startup—mission-driven, hard-working, focused, smart, innovative, growing, action-oriented— and the credibility earned during its first five years of operation.

## Essential Functions

### Program Implementation and Technical Assistance

Provide in-person and remote assistance to grantees and other partners to allow them to, for example:

- Optimize revenue, administration, and compliance to enable them to build strong, tribally-led as well as non-tribal health programs.
- Transform clinical care by implementing integrated, team-based care in a range of settings including tribal clinics, urban Indian health centers, primary care clinics, behavioral health clinics, and perinatal/obstetrical practices, in close collaboration with Foundation consultants.
- Implement effective systems for care coordination in integrated, team-based care settings.
- Plan, design, and implement Montana Tribal Health Improvement Program (T-HIP) programming and task orders.
- Plan and implement tribal self-governance/public law 93-638 initiatives.
- Add peer recovery supporters in integrated, team-based settings.
- Form new partnerships and negotiate service agreements between the tribal and urban Indian health centers and other health care providers to address workforce shortages and strengthen clinical care.
- Develop systematic approaches to addressing the social determinants of health through screening, referrals, benefits coordination, and partnerships with appropriate organizations in housing, social services, transportation, food and nutrition, and other sectors.
- Act as the lead staff member responsible for implementing other selected initiatives under supervision of the program director, as assigned.

### Partnerships

- Build strong working relationships with DPHHS, Medicaid, Indian Health Service, health care providers, and other key constituents to advance MHCF's [American Indian health](#) and [perinatal behavioral health](#) initiatives, and others as assigned.
- Support the [American Indian Health Leaders coalition](#) and support the program director in identifying effective ways to advance the group's goals and priorities.
- Engage new and established community partners to better understand strengths and challenges, represent MHCF's strategies and approach accurately, and identify opportunities for MHCF to develop programming to effectively respond.

### Grants

- Support successful grant proposals, including: developing grant applications, disseminating grant opportunities, working with partners to cultivate high-quality grant proposals, and participating in grant review and selection.
- Manage and support grantees, including: establishing strong relationships with grantees, tracking progress on grant work plans, identifying technical support needs, and troubleshooting challenges and providing support as needed.

- Manage technical assistance consultants, including: overseeing and collaborating with consultants providing technical assistance to MHCF grantees.
- Evaluate outcomes, including: assisting MHCF and grantees in formulating measurable outcomes and measuring and reporting outcomes of grant-funded projects.

### **Strategy**

- Advise and collaborate with the program director and other team members in the design and implementation of new initiatives.
- Keep current on health issues important to MHCF by reading literature reviews, establishing contact with professional communities, and participating in relevant conferences and other educational programs.
- Conduct programmatic research, literature reviews, and “bright spotting” programs relevant to MHCF priorities, and compile information and data to support and inform the development, implementation, and evaluation of MHCF priorities and programs.
- Assist in evaluating MHCF initiatives by helping to develop appropriate metrics and measurement systems, collecting data, compiling reports, and streamlining measurement across our initiatives.

### **Board of Trustees**

Support MHCF’s executive team by developing periodic reports and updates to convey the concise, timely information to the board regarding our strategies, programming, and outcomes.

### **Operations and Team Leadership**

- Mentor and potentially supervise and develop junior program staff.
- Identify ways to streamline operations and other MHCF systems.
- Support program directors in negotiating, coordinating, and managing outside contracts and agreements needed to support strategic planning and implementation of MHCF’s programs.

### **Other Duties**

- Other duties and/or projects as assigned under the direction of the program director. MHCF is in an early phase of our organizational development, and staff, programming, and funding continue to grow. The program officer—and all MHCF staff—must be self-sufficient and prepared to work in a fast-paced, dynamic team environment in which all team members are expected to adapt to changing needs and priorities and assume new responsibilities as needed.
- Reliability and attendance: begin work on time and conform to work hours and schedule.
- Work collegially with all trustees, staff, and members of the public (including prospective and eventual grantees) with a positive attitude and cheerful outlook.

## Requirements and Qualifications

- At least five years of relevant professional experience.
- Bachelor's degree required. Advanced degree in public health, public policy, law, health policy, social work, or a related area preferred.
- Proven experience and a record of accomplishment in design and implementation of health and healthcare system improvement initiatives in the Indian Health Service/tribal/urban Indian health setting.
- A strong understanding of the complexities required to operate tribal health programs and the technical knowledge to support the programs.
- Practical experience working with tribes and health systems that support American Indians and improvements within the tribal health system.
- A broad knowledge of the health issues, needs, opportunities and the policy environment in American Indian communities.
- Ability to work independently and remotely in various parts of the state as required to coordinate community and health system practice transformation.
- Outstanding interpersonal skills. Ability to quickly establish trust and rapport with tribal, government, professional, and community stakeholders; comfort addressing politically sensitive health and policy questions with tact and poise; demonstrated talent for forming and leading partnerships between diverse stakeholders working toward a common goal.
- Ability to collaborate and contribute to a close-knit, supportive team environment, and work with people and organizations of diverse backgrounds, experiences and cultures.
- Ability to mentor, develop, and supervise junior staff members, grantees, and others.
- Comfort working independently, and ability to exercise good judgment in determining when to consult the program director.
- Track record of creativity, adaptability, personal accountability and initiative. Capacity to deal with concepts and complexity comfortably.
- Discretion and judgment with regard to sensitive topics and confidential information.
- Proficiency in PowerPoint, Word, Excel, and Outlook. Well-developed skill in designing presentations and using infographics.

## Other Job Information

- Full-time, contract position with competitive benefit package. Salary dependent on qualifications.
- Team atmosphere with small staff, open communication and minimal hierarchy.
- Office is located in downtown Bozeman, Montana.
- Extensive travel by personal car, rental car, and air. Mileage reimbursed at allowed IRS rates or actual costs of an approved rental car. The employee must maintain a driver's license valid in the state of Montana and private liability insurance with minimums outlined under MHC policy.
- Please submit a letter of interest and CV or resume to [careers@mthcf.org](mailto:careers@mthcf.org). An initial review of applications will take place on January 31, 2019.