

PACIFIC ISLANDER HEALTH BOARD of WA
COFA Islander Outreach Program Manager



Job Title: COFA Islander Outreach Program Manager

Classification: Non-Exempt Full Time

Salary \$25/hourly

Start Date: 4/15/2022, immediately

ABOUT the PI Health Board

The Pacific Islander Health Board seeks to cultivate resilience within our communities to achieve health equity through culturally safe and community driven solutions, traditions, advocacy, and policies. We value our traditional healing practices and hold advocacy, community, equity, social justice, and liberation as means to guide our board.

Position Overview

In partnership with the Washington State Health Care Authority (HCA), the Pacific Islander Health Board of Washington (PIHB) is contracted to provide health care enrollment to COFA Islander citizens, as well as outreach and education to residents who currently reside in Washington state. COFA Islander citizens are those who are from the Compact of Free Association (COFA) Island Nations consisting of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.

The Pacific Islander Health Board is committed to 1) Focus health care enrollment efforts on WA Apple Health, COFA Islander Health Care and COFA Islander Dental Care Enrollment events. 2) Outreach to cover the counties of Spokane, Clark, Kennewick, King, Pierce, and Snohomish as well as other key cities. 3) Provide culturally relevant promotional materials with translation in all COFA languages. 4) Conduct surveys with applicants at every event, to help assess the level of knowledge our community and individuals have prior to and after Washington Apple Health presentations.

The Program Manager position requires implementing and coordinating the work of the PIHB and the HCA and guiding the work of the Health Care Navigator team. This position provides independent and high-level confidential programmatic and administrative support and will be a communication hub for team members and external audiences.

Position Type and Expected Hours of Work

This is a full-time position consisting of 40 hours. This position requires evening and weekend hours.

General Duties

The duties listed illustrate various types of work that may be performed but are not intended to be a final statement of work. They are delineated into two main parts: internal and external. To build strategic relationships within the various Pacific Islander communities; conduct a variety of outreach activities; lead and schedule staff meetings; attend Board and partner meetings.

Primary Responsibilities

- **Ensure High Level Grant Compliance**
 - Ensure all master checklist items are complete and work with providers and staff to complete required items

PACIFIC ISLANDER HEALTH BOARD of WA
COFA Islander Outreach Program Manager



- Direct and ensure completion of all contract deliverables
- Be in regular communication with funders or program monitors
- Complete a monthly and quarterly report for HCA

- **Schedule and attend COFA Education, Event Planning Meetings, and Events with**
 - Program directors
 - Partners
 - Providers
 - Community Members

- **Manage the Health Care Navigator Team**
 - Track completion of tasks
 - Compile surveys as needed for use by contract partners and board members
 - Help to identify community needs
 - Schedule outreach/ presentations to our PI Communities and communicates with PIHB regarding coverage and responsibilities
 - Monitor the Health Navigator calendar
 - Organize electronic files and folders and help to improve efficiency
 - Assure materials are translated in order to assure full participation from our COFA Islander Communities

- **Coordinate**
 - At least 7 Apple Health Enrollment Events per calendar year
 - At least 5 COFA Programs Enrollment Events per calendar year
 - At least 10 education events per calendar year
 - 4 quarterly CBO workshops for the entire state
 - Communications and meetings with partner organizations
 - Meetings for current and potential volunteers with program assistant and/or outreach manager
 - Staff meetings
 - Tasks assigned by the director
 - Other Duties

- **Be willing to travel to Benton, Clark, Cowlitz, King, Pierce, Snohomish, Spokane, and Thurston Counties**

MINIMUM QUALIFICATIONS

- At least two years of non-profit or other relevant health care experience
- Bi-lingual skills in one of the COFA languages
- A highly motivated self-starter with the ability to work independently
- Strategic thinking and problem-solving abilities
- Excellent verbal, listening, and written communication skills
- Proficiency with Microsoft Office, digital meeting software, and social media tools
- Access to reliable transportation and Driver's License

PACIFIC ISLANDER HEALTH BOARD of WA
COFA Islander Outreach Program Manager



- Prior experience working with our COFA Islander and other Pacific Islander communities
- Strong commitment to social justice

PREFERRED QUALIFICATIONS

- Two-year degree in a related field or relevant experience
- Proficiency with graphic design software
- Familiarity with the grant process and contract compliance

TO APPLY:

Send Resume and cover letter to mia@pihealthboard.org and admin@pihealthboard.org
Questions, call 1-888-308-7113 or 425-442-9037

Equal Employment Opportunity Statement

The Pacific Islander Health Board of Washington is committed to the principles of equal employment opportunity and equal educational opportunity. PIHB does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, gender identity or expression, family status, disability, age, marital status, or any other characteristic protected by applicable law.