



JOB ANNOUNCEMENT

Job Title: Director of Programs and Policy

Reports to: Executive Director

FLSA Classification: Exempt FT

Supervises Others: Yes

Entity: Community Health Initiative of
Orange County (CHI OC)

SUMMARY:

The Director of Programs and Policy is responsible for directing and implementing CHI OC's Outreach, Enrollment, Retention, and Utilization (OERU) model and influencing and supporting board-approved state health policies that advance our mission. Key position objectives include leading activities to achieve enrollment goals for the uninsured community, working with community stakeholders and private and government entities, and representing CHI OC at internal and external meetings.

ESSENTIAL JOB FUNCTIONS:

- Management of CHI OC programs and services, including but not limited to:
 - Overseeing program development, evaluation, and implementation including CHIOC's insurance agency
 - Assisting the Executive Director in developing and monitoring budgeted program expenditures
 - Ensuring that services are in compliance with all federal, state, city and other funding regulations, certifications and licensing requirements
 - Assisting the Executive Director in the areas of planning and public/private fund-raising
- Direct supervision of program staff, which includes:
 - Guiding, supporting and training the Health Access Assistants/Health Access Specialist team to facilitate all OERU efforts
 - Providing supervision to and management of the outreach and specific administrative personnel
- Leadership in marketing and community engagement on behalf of CHI OC and its programs, including
 - Establishing relationships with community-based organizations, health care entities and internal/external resources to support OERU model
 - Driving marketing initiatives for the agency to achieve marketing and public relations goals

MINIMUM QUALIFICATIONS

- BA in Public Administration, Management, Public Health or related field; Master's degree preferred
- Minimum of seven years' experience in organizational leadership, including administration, staff management and budgeting
- Knowledge of California health policy
- Ability to set clear priorities, delegate, and guide investment in people and systems
- Keen analytic, organizational, and problem solving skills, which support and enable sound decision-making
- Accuracy and attention to detail
- Ability to work flexible hours and travel locally and statewide as needed

Preferred Position Qualifications

- Bilingual and familiarity with social service agencies in Orange County preferred

Please send resumes and cover letter to admin@chioc.org