**Upper Midlands Rural Health Network**

**Job Description:** Project Director, Transitional Care / Chronic Care Management Lancaster

The primary purpose of this position is to manage the Transitional Care / Chronic Care Management Lancaster project. The project is a three-year effort funded through the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS), and is based in Lancaster County, South Carolina. This full-time position requires the ability to plan, implement, and direct programming that meets the needs of the community. The position also requires the ability to effectively communicate and work with a variety of diverse individuals, groups, and organizations including medical professionals.

**The essential functions of the job include:**

* Serve as primary contact for project; provide guidance and advice to staff, coordinators, and community members regarding program requirements and goals;
* Assure fidelity of the Care Transitions Intervention® at Springs Memorial Hospital;
* Document and report on activities according to standardized protocols/operating procedures;
* Develop, in conjunction with Mid-Carolina AHEC, a rural interprofessional student experience for third year medical students to observe the CTI® Core and Advanced programs processes;
* Facilitate community-based transitional care services by building and maintaining relationships among consumers, community organizations/agencies, and clinicians;
* Communicate clearly about overall program goals and specific tasks with consumers, community representatives, and clinicians;
* Coordinate all aspects of project including scheduling, organizing, facilitating, and reporting;
* Support the Upper Midlands Rural Health Network (UMRHN) by attending Board meeting and presenting updates on the project;
* Attend professional conferences, training events, and HRSA grantee meetings; and
* Complete other tasks as assigned by the UMRHN Network Director.

**Minimum Requirements: Knowledge, Skills and Abilities:**

* A Bachelor’s or Master’s Degree in Health Science, Public Health, Social Work, or related field from an accredited college or university is preferred;
* Well-developed organizational development, management, and personnel supervision skills;
* Demonstrated ability to plan work and projects, including handling multiple priorities;
* Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for assigned programs;
* Ability to facilitate community involvement and consensus building through public processes;
* Ability to use a computer to perform the essential functions of the position; and
* Valid driver's license.

**Preferred Knowledge, Skills and Abilities:**

* Experience working closely with community organizations;
* Experience working in community organizing/development;
* Must have Care Transitions Intervention® certification, or be able to acquire CTI® certification within 90 days of hire; and
* Knowledge of medical terminology preferred.

**Compensation:** Compensation for the position is commensurate with experience and education level.

**Position availability:** September 5, 2017

**Application Instructions:** A current resume should be sent to knichols@umrhn.org or to UMRHN, P.O. Box 1537, Chester, SC 29706. **Review will begin July 6, 2017** and continue until the position is filled.