



## Job Description - Position Profile

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**Position Title:** Network Director

**Reports To:** Executive Director

**Classification:** Exempt

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### **Position Summary:**

Responsible for the coordination and facilitation of activities required to achieve the recommendations and goals set by the Rural Health Network Development Initiative (RHND) with the Get Healthy Talladega County (GHTC) network and the Sylacauga Alliance for Family Enhancement, Inc. (SAFE) as the lead. The aim is to promote, through planning and implementation, the development of health care networks that have combined the functions of the entities participating in the networks in order to achieve efficiencies; expand access to, coordinate and improve the quality of essential health care services; and strengthen the rural health care system as a whole.

### **Primary Responsibilities**

- Manages the day-to-day operations to coordinate, implement, execute, monitor and evaluate the Rural Health Network Development initiative
- Assures communication between all entities takes place in a timely and effective manner
- Monitors project budget in coordination with the primary network partners, co-leads and Project Director (PD)
- Assists with managing project resource allocation within preapproved budget parameters
- Tracks progress of project deliverables using appropriate tools and criteria for quality outcomes and working with the project evaluation team
- Prepares and disseminates reports to the co-leads, PD, stakeholders, chairs/committees, and grant office
- Works to develop and identify potential health and business partners.
- Implements and manages project changes and interventions to achieve project outputs
- Maintains website
- Assists with identifying funding sources and disseminates this information to the co-leaders, PD and primary partners
- Supervises the Living Well, Child Nutrition, Community Connect/Watershed Health programs as well as the QA/MIS Manager



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### **Knowledge, Skills and Abilities:**

- Broad knowledge and experience in workforce development, the health profession, community collaboration, collective impact models and program development and implementation
- Demonstrates ability to develop excellent interpersonal relationships
- Excellent written and oral communication skills
- Possesses the ability to work independently to achieve specific goals
- Above average computer skills with advance level of proficiency with word, excel, project management tools, programs and graphics
- Ability to proof and edit documents
- Experience with fundraising and grant writing to provide financial sustainability beyond the current funding level is essential
- Ability to plan and coordinate conference calls and other telecommunication activities, and disseminate information in a timely manner

### **Qualifications:**

- Bachelor Degree in nursing, health administration, education, business, communication, marketing or appropriately aligned disciplines
- Three years of progressive management/leadership, project oversight, or program development responsibility
- Master's degree preferred

### **Essential Functions/Physical Requirements:**

The requirements below are required with or without reasonable accommodations:

- Ability to tolerate walking, standing, and sitting throughout the day.
- Reaching, bending, lifting, carrying, and must be able to lift minimum of 20- pounds to chin level without injury.
- Travel, local and out of state, including overnight stay, as necessary.
- Ability to meet the attendance requirements for the position.



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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of the SAFE are employees "at-will". I have read and understand the responsibilities and requirements of this position.

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Employee Signature

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Date

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Manager / Supervisor

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Date