



POSITION: Senior Medical Respite Manager, California
REPORTS TO: Director of Medical Respite
FTE: 1.0 FTE
FLSA STATUS: Non-Exempt
SALARY: \$68,000 - \$93,000
START DATE: ASAP
LOCATION: Remote, California-based (preferred)

ORGANIZATIONAL DESCRIPTION

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, medical respite care programs, and housing and social service organizations across the country. Additional information is available at www.nhchc.org.

Grounded in human rights and social justice, the Council’s mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

JOB SUMMARY

The Senior Medical Respite Manager will work with the Director of Medical Respite on California based projects of the National Institute for Medical Respite Care (NIMRC) and the Respite Care Providers’ Network (RCPN). The job responsibilities of the Senior Medical Respite Manager will involve completing projects scoping the areas of technical assistance, education, training, and research, as well as leading the development of products in response to emerging Technical Assistance (TA) needs from the medical respite field. Completion of these tasks will involve regular communication with the RCPN/NIMRC community to gather information and resources needed to execute this work well. The Senior Medical Respite Manager works in concert with all teams of the Council. Duties may vary depending on team assignment, therefore a certain degree of flexibility and latitude is required.

JOB RESPONSIBILITIES

Programmatic (90%):

- Lead NIMRC-funded projects and activities based in California.
 - a. Plan and facilitate monthly meetings with community partners including medical respite programs, hospital systems, local foundations, and managed care plans.
 - b. Lead the project management of a pilot project exploring the opportunity for shared data platforms between medical respite programs and community partners.
 - c. Assist in the planning and facilitation of in-person meetings, trainings, and statewide convenings in California.

- d. Draft, write, and review written materials, tools, and reports to advance medical respite best practices across the state.
 - e. Lead communications and reporting with internal staff and external partners.
 - f. Represent NHCHC and NIMRC-funded projects in statewide and national meetings and webinars.
 - g. Serve as a Subject Matter Expert (SME) on California Advancing and Innovating Medi-Cal (CalAIM) both internally and externally.
 - h. Assist in the development of strategies and activities to expand medical respite services in rural areas in California.
 - i. Conduct site visits with community partners, as needed.
 - j. Perform other duties as required.
- Coordinate training and technical assistance (TA) related to medical respite care across the State of California.
 - a. Respond to medical respite TA requests. Design and develop tools needed to better carry out medical respite TA to multiple audiences including medical respite programs, hospital systems, and managed care plans.
 - b. Plan, develop content, and implement training events including webinars and online courses.
 - c. Develop and coordinate published materials regarding evidence-based and promising practices for medical respite care.
 - Manage relationships with NIMRC Affiliate Consultants and Subject Matter Experts (SMEs)
 - a. Plan and facilitate regular meetings with NIMRC Affiliate Consultants working on NIMRC-funded projects in California.
 - b. Proactively work to develop relationships with potential NIMRC Consultants and SMEs to assist in project activities.
 - c. Performs other duties as required.

Administrative (10%)

- Participate in staff planning and development of activities, including: all-staff meetings, organizational retreats, and other meetings as necessary.
- Provide consultation to Council staff in activities overlapping with your area of assignment.
- Represent the Council in meetings and conferences, as appropriate.

QUALIFICATIONS AND SKILLS:

- Master's degree or Bachelor's degree and five (5) years of related experience in project management, homeless services, behavioral health, public health, public policy, and/or medical respite care.
- Experience working in health care, homeless services, and/or public policy in California, required.
- Knowledge of California Advancing and Innovating Medi-Cal (CalAIM), required.
- Knowledge of medical respite care, preferred.
- Strong interpersonal and social skills with demonstrated ability to collaborate with a variety of organizations and individuals from a wide range of professional and personal backgrounds.
- Strong organizational skills.
- Strong meeting planning and facilitation skills, including use of web-conferencing technologies.
- Capacity and willingness to learn new software, research methods, and work routines quickly; flexibility in responding to information and reporting requests as they arise.
- Intermediate knowledge of program evaluation and outcomes measurement.
- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.
- Enthusiasm for the work of medical respite care and ending homelessness.
- Self-motivated and able to work with minimal supervision.

- Commitment to a collaborative team approach to organizational tasks.
- Ability to adapt to a changing and fast-paced working environment.
- Excellent oral and written communications skills.
- Able to operate a variety of office equipment, including photocopier and personal computer.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Ability to operate small office equipment, such as computers and telephones.
- Available for frequent travel to California if not based there and occasional national travel.

Comprehensive benefits package: Includes health, dental, vision, 401k, short and long-term disability, and paid time off.

How to Apply: Please submit a resume and cover letter to Julia Dobbins, Director of Medical Respite, at jdobbins@nhchc.org **clearly marked Senior Medical Respite Manager**. Applications without cover letters and salary requirements will not be considered. No phone calls please.

Equal Opportunity Employer: We do not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The National HCH Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.

Last Updated: 08/03/23