

## Job Description – Shared by the Arizona Alliance of Community Health Centers

**Title:** Director, Health Care Innovations  
**Reports to:** Sr. Director for External Affairs  
**Originating Date:**  
**Revision Date:**  
**FLSA Status:** Exempt

**Approved:** \_\_\_\_\_

### Primary Purpose

Develops, implements and coordinates a variety of outreach and enrollment programs designed to identify under-served population segments and provide assistance for accessing services. Represents AACHC to a variety of community resources to increase awareness and promote support for comprehensive, sustained community programs designed and targeted to meet the primary health care needs of under-served Arizona populations. Develops new collaborative efforts and partnerships to advance the goals of AACHC and its members

### Essential Functions

#### Outreach and Partnership Development

1. Provides guidance and council regarding the Affordable Care Act and Health Benefit Exchanges to AACHC executive staff and members.
2. Identifies opportunities for AACHC and members to participate in collaborations, partnership and coalitions related to the implementation of the Affordable Care Act and Health Benefit Exchanges.
3. Maintains the Don't Get Dropped AZ campaign; seeks funding and advises AACHC on progress and sustainability.
4. Identifies and prepares a variety of grant applications requesting funding support to specific program objectives and targeted outcomes.
5. Provides training to targeted audiences regarding public health care programs in Community Health Centers and other similar organizations to increase awareness of program eligibility requirements and services covered.
6. Periodically, prepares and presents progress reports to AACHC staff and Board of Directors, including the preparation of Health-e-Arizona quarterly statistics for management staff of the health centers.
7. Actively participates in a variety of coalitions and interest groups to develop relationships with groups involved in Outreach and Enrollment.

### Related Information

Physical and Environmental:

Performs essential functions in a climate-controlled office setting requiring long periods of sitting and frequent use of office technology requiring ability to perform keyboard related tasks. Functions performed require the ability to regularly stoop, bend and reach; additionally, functions

include lifting, pushing, pulling and carrying light to medium weight objects (up to approximately 25 pounds) on a regular basis.

Regularly required to operate a motor vehicle to attend program functions.

Competencies:

1. Demonstrated ability to apply knowledge of the principles, practices and methods associated with grant research and grant writing.
2. Demonstrated ability to apply knowledge of the principles, practices and methods of project management.
3. Demonstrates ability to apply to develop effective working relationships with a variety of individuals to gain support and interest in program's objectives.
4. Demonstrates ability to apply knowledge of a variety of federal, state and local resources, programs and services involved with Outreach and Enrollment initiatives.
5. Demonstrated ability to use intermediate functions and features of the MSOffice suite including word processing, spreadsheet, presentation and database applications.
6. Demonstrated ability to work independently with little direct supervision in the efficient and thorough completion of tasks.
7. Demonstrated ability to prioritize multiple tasks, assignments and projects to meet established quality and time requirements.
8. Demonstrated ability to work in a team environment.

Supervisory Responsibilities:

Not applicable

Minimum Qualifications:

1. Bachelor's Degree in Business Administration, Public Health or closely related field with knowledge of health care project management OR equivalent combination of education and experience. Masters Degree preferred.
2. Must have at least 5 years previous experience in health care setting; preferably involving state and federal health care programs.