Make real changes in rural health by joining our team!

Program Specialist(RHPTP)

We are a growing national non-profit based in Canal Park, Duluth, MN that offers its employees a breathtaking view of Lake Superior, continuous professional growth, world-class technology support for remote workers and a generous, comprehensive benefits package all within a collaborative team environment.

The Program Specialist(RHPTP) is a full time, exempt position with a comprehensive benefits package. The Program Specialist(RHPTP) is a highly skilled, professional with outstanding organizational and communication skills. This position is part of a new team and program called the Rural Healthcare Provider Transition Project(RHPTP). This position focuses on developing relationships with internal and external partners, hospitals, clinics or grantees to achieve program goals. The Program Specialist will be responsible for group/meeting facilitations, creation of educational resources, and providing or supporting technical assistance. Key attributes include facilitation skills, creativity, organizational skills, process orientation, critical thinking, proactive problem solving, and team collaboration.

The Company:
The National Rural Health Resource Center is a nonprofit organization dedicated to sustaining and improving health in rural communities.

As the nation’s leading technical assistance and knowledge center in rural health, The Center focuses on five core areas:

- Transition to Value and Population Health
- Collaboration and Partnership
- Performance Improvement
- Health Information Technology
Workforce

Our Mission:
The National Rural Health Resource Center provides technical assistance, information, tools and resources for the improvement of rural health care. It serves as a national rural health knowledge center and strives to build state and local capacity.

Our Core Values:
- Awareness
- Innovation
- Integrity
- Collaboration
- Excellence
- Impact

The Position:
We’re looking for one Program Specialist(RHPTP). The pay range we’re offering is competitive to national non-profits. We offer our employees the opportunity to work for a truly mission driven organization with colleagues who are passionate about rural healthcare transformation.

Requirements:
An equivalent combination of education, training, and experience will be considered.

- Bachelor's degree or equivalent experience in health care, communications, management or business fields. Master’s degree preferred.
- Four years of experience in health care or human services administration or care delivery, public health or related area.
- Knowledge of rural health issues.
• Customer service and detail oriented
• Ability to organize and prioritize duties
• Excellent verbal and written communication skills
• Team player with strong commitment to performance improvement
• High degree of proficiency in Microsoft Office Products, SharePoint and Zoom
• Display an openness towards innovative solutions and approaches
• Proven ability to work with groups
• Experienced working in a team environment
• Critical thinking and independent decision making
• Proven relationship building skills
• Training, facilitation, presentation experience required
• Knowledge of health care services including quality, safety, finance and operations
• Maintain flexibility in unexpected situations and job demands
• Ability to travel nationally is required

Responsibilities:
• Determine technical program needs of assigned hospitals and clinics
• Provide direct Technical Assistance (TA) for the following program areas with subcontractors: financial risk, hospital/clinic quality, efficiency, patient experience, and safety of care
• Manage TA activities supporting consultations and TA implementation including site visits, creating tools, conducting coaching 1:1 calls for 25 selected hospitals and clinics, identifying best practices, and presenting on Learning Collaboratives
• Create new resources for participating hospitals
• Support Program Manager (PM) and Program Director (PD) in performing day-to-day program activities according to work plan
• Manage the program application review process, interviews, and develop summary of findings
• With guidance of PM develop, coordinate, and manage the virtual and onsite consultations and other program technical assistance (TA) services to meet Federal Office of Rural Health Policy program goals
• Conduct outreach and provide communication to engage hospitals, clinics, and state stakeholders
• Use information, knowledge, experience to generate original, innovative solutions to problems
• Other duties, as assigned

The Location:

The Program Specialist (RHPTP) will work primarily in an office setting either on site at the Duluth office location or in a home office environment. Additionally, some overnight travel will be expected to various locations through the United States.

Employees at The Center enjoy a casual, friendly, supportive work environment focused on important, mission driven work.

The Center has offices located in the Historic Canal Park neighborhood of Duluth, MN on the shores of Lake Superior, just feet from the iconic Aerial Lift Bridge. The Center promotes a healthy workplace culture by providing a healthy work/life balance and focusing on a holistic approach to employee well-being.

EEO STATEMENT:
The National Rural Health Resource Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

To Apply:
Send letters of application and resumes to Robbie Nadeau at rnadeau-emison@ruralcenter.org by September 4, 2020. In your letter of application, please reference the Program Specialist (RHPTP) to indicate that you are applying for the posting with the Rural Healthcare Provider Transition Project (RHPTP) Program Specialist Position.