



**Interested candidates should submit a resume and cover letter detailing experience, qualifications and interest in the position by June 30th 2017 via Clínica Tepeyac's online application form at <http://clinatepeyac.org/who-we-are/employment-application.html>.**

**MISSION STATEMENT:** Clínica Tepeyac's mission is to provide culturally competent health care and preventive health services for the medical underserved.

**Clínica Tepeyac is seeking an experienced professional to manage its Health Promotion program.** Clínica Tepeyac uses an integrated care model that incorporates medical, behavioral health, and preventive oral health care with health promotion (HP). Health promotion is a critical component of Tepeyac's commitment to improving the health of the community and addressing social determinants of health. An ideal candidate for this position will be experienced in program management and health promotion, demonstrate a commitment to addressing health disparities, and thrive working with a diverse team in a fast-paced environment.

#### **JOB SUMMARY:**

The Health Promotion Manager provides leadership that serves to align health promotion programs with the organization's strategic goals and clinical programs. The manager is responsible for the development, planning, delivery and evaluation of health promotion programs, ensuring the highest possible level of engagement, outcomes and customer satisfaction. The HP Manager:

- oversees department and program work plans, budgets and grant deliverables, working closely with the Grants and Contracts Manager, Chief Strategy Officer and finance department staff;
- leads the HP team, including supervision of two promotoras (community health workers) and one outreach and enrollment staff,
- builds and manages external partnerships,
- collaborates with the medical and behavioral health directors on program integration
- represents the department on the multidisciplinary staff leadership team.

#### **MINIMUM QUALIFICATIONS:**

##### **Education:**

- Bachelor's degree in health, public health, education, or a related field required; master's degree preferred.

**Experience:**

- Minimum of three years of professional experience managing health promotions and/or chronic disease prevention programs, including program development and implementation, monitoring and reporting on program budgets and outcomes, staff supervision, partnership development, and outreach within Latino and low-income communities.

**The Ideal candidate will**

- be bilingual in English and Spanish (written and oral fluency required);
- have a strong understanding of current trends in the health and wellness field;
- have experience with Medicaid, CHP+ and Insurance Exchange outreach and enrollment (preferred);
- possess strong leadership, consensus building, team management, interpersonal and customer service skills including the ability to motivate others, address customer satisfaction issues, and work in a multidisciplinary team;
- have verbal presentation skills and experience presenting to diverse audiences;
- demonstrate respect for and understanding of cultural diversity and culturally responsive programming, including the ability to work effectively and respectfully with individuals from a variety of educational and socio-economic backgrounds, both internally and within the community;
- have very strong and flexible management, supervisory and organizational skills, including ability to effectively organize and prioritize overlapping project demands and timelines, at both the individual and team level, in a dynamic, fast-paced environment;
- be highly proficient in Microsoft Office programs including at Word, Excel and Outlook (required). Facility with social media platforms and desktop publishing software preferred.
- have demonstrated experience in the areas of program implementation, data collection and analysis, and outcomes reporting;
- be willing and able to travel up to 50% of the time, mostly in Metro Denver, to supervise staff and volunteers and attend meetings/events;
- be willing and able to work on weekends and evenings (approximately 20% of work time is evenings and weekends).

**Salary and Benefits**

Clínica Tepeyac offers a competitive benefits package.

Salary range for this position is \$55,000 to \$65,000, commensurate with experience.

Clínica Tepeyac is an Equal Opportunity Employer.