



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, thrive working with a diverse team in a fast-paced environment, and be bilingual in Spanish and English

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 to further the health promotion program,
- 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 or equivalent work experience in health, public health, education, or a related field

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);
- 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 a strong understanding of current trends in the health and wellness field;
- have experience with Medicaid, CHP+ and Insurance Exchange outreach and enrollment (preferred);
- 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

Clinica Tepeyac offers a competitive benefits package.

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

Interested candidates should submit a resume and cover letter detailing experience, qualifications and interest in the position. Position is open until filled.

POSITION TYPE/WORK SCHEDULE: This is a full-time, non-exempt, 40 hour/week position, requiring occasional evening and weekend work and the ability to be flexible and responsive to emergent needs of Clinica Tepeyac.

Clinica Tepeyac is dedicated to equal employment opportunities in any term, condition, or privilege of employment. Clinica Tepeyac prohibits unlawful discrimination against applicants or employees based on race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state or local law.

