

## POSITION DESCRIPTION

<b>Job Title</b>	Director - South Central Montana Area Health Education Center (SCMT AHEC)
<b>Reports To:</b>	MHREF Executive Director
<b>Supervises:</b>	0.5 FTE AHEC Coordinator
<b>Status:</b>	Full-time – Exempt*
<b>Location:</b>	Helena, MT

**Position Summary:** The SCMT AHEC Director is responsible for providing overall leadership, management, and direction of the South Central Montana AHEC Center located within the MHREF Foundation at the Montana Hospital Association.

The South Central Montana Area Health Education Center (SCMT AHEC) is a regional center, working in collaboration with the Montana AHEC Program Office as part of the HRSA funded Area Health Education Center (AHEC) federal grant. The SCMT AHEC, in partnership with the Program Office and regional centers, coordinates AHEC activities within its geographic service area. Activities include recruitment and training of students into health careers, placement of health professions students in community-based clinical practice settings, support of students in post-secondary healthcare programs with a focus on inter-professional education, and facilitation of continuing education resources and programs for health professionals, particularly in rural and underserved areas. In addition, the Director will provide supervision and development of its employees, the fiscal integrity of the operation, and ensure the delivery of high-quality services to stakeholders.

### Major Duties and Responsibilities:

#### Program Management

- Maintain and expand the range of programs offered to support workforce development and enhance rural health care in Montana with the collaboration of the AHEC Program Office, regional AHEC Centers, and other programs within the Montana Hospital Association
- Provide programmatic support to the statewide AHEC Scholars program and assist assigned students with course requirements, completion, and mentorship
- In partnership with the University Of Washington School Of Dentistry, assist in the placement of Oral Health students in rotations across Montana. This includes managing logistics, locating housing, and providing student support.
- Explore opportunities for continuing education for rural communities and providers, including, but not limited to webinars, trainings, conferences, sponsorships, etc.
- Provide oversight of the planning and execution of AHEC high school programming with the AHEC Coordinator. This includes MedStart, REACH, and Heads Up camps along with internship/job shadow programs, career/health fairs, classroom presentations, HOSA events, etc.
- In collaboration with the NC AHEC, provide oversight and management of the Behavioral Health Workforce Education and Training (BHWET) grant and the Behavioral Health Network Planning (BHNP) grant. Assist in coordination of network trainers for Mental Health First Aid (Adult, Youth, teen curriculum), Applied Suicide Intervention Skills Training (ASIST), Management of Aggressive Behaviors (MOAB), etc. The Director will have opportunity to be certified as a trainer in one or multiple trainings, if desired.

## Communication and Outreach

- Continue to strengthen relationships with current stakeholders and seek new partnerships to secure program and fiscal support. Stakeholders include regional AHECs, state agencies, healthcare providers, educators, other MHA programs, etc.
- Research and pursue funding opportunities, which may include identifying and assisting in the development and writing of grants and other opportunities
- Attend state, regional, and national meetings and conferences as appropriate and as budget and time constraints permit. Present and exhibit at events to promote MHA/AHEC programs
- Develop and maintain the current South Central AHEC Advisory Board. Grow relationships with current board members and recruit future board members as needed. Host 3-4 yearly meetings.
- Maintain SC AHEC communication platforms, including the SCMT AHEC website, social media channels, newsletters, brochures, and other platforms as necessary

## Financial, Reporting, and Grant Management

- Administer and manage the daily operations of the South Central Montana AHEC region office, including work plan development, budget/finances, and reporting (in alignment with HRSA federal guidelines)
- Work with the MHA finance division to forecast and manage the primary and ancillary budgets for the SC AHEC region and other sub-grants. Comply with fiscal policies in keeping with contractual requirements.
- Develop and present necessary documentation and annual/quarterly reports to the Montana AHEC Program Office/Montana Office of Rural Health, HRSA, MHA, and other funders, as requested

## **QUALIFICATIONS:**

- Bachelor's degree in education, healthcare, or a related field
- Experience in program management, grant management and/or non-profit experience
- Experience delivering, administering, and/or providing educational programs for a variety of audiences, from youth-centered programming to continuing education for professionals
- Ability to effectively supervise staff as well as maintain effective working relationships with a diverse population of entities and individuals
- A willingness to learn about new projects and take on new opportunities, as this job may evolve with time
- Ability to network and cultivate relationships with potential stakeholders, that increase program support and funding opportunities for the organization
- A strong work ethic, self-motivation, and ability to work both independently and as part of a team
- Ability to multi-task and meet crucial deadlines. Excellent organizational skills and sound judgement.
- Demonstrated ability to solve problems, deal with issues and concerns in a positive and constructive manner
- Proficient computer skills, including Microsoft Office and the ability to learn organization software or implement new systems when necessary
- Must have a valid Montana driver's license and complete a background check

**Language Skills**

Strong oral and written communications skills required. Demonstrated ability to: work collegially and collaboratively with diverse constituencies; write reports, business correspondence, work plans and procedure manuals; effectively present information and respond to questions from groups of hospital executives, medical professionals, primary and secondary educators, health educators and the general public. A working knowledge of healthcare terminology would be extremely helpful.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to handle or feel objects, tools, or controls. The employee is regularly required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position normally works in a professional office environment with occasional noise. Overnight and day travel may be required up to 60% of the time. Employee must hold a valid, unrestricted Montana driver's license.

Date: 12/3/2020