

ST. LOUIS INTEGRATED HEALTH NETWORK POSITION DESCRIPTION

Position Title: Justice Initiative Program Manager

Position Purpose:

This position reports to the Principal Strategist – Alignment, Innovation, Growth. The Justice Initiative Program Manager (PM) oversees all aspects of the IHN Justice Initiative. The Justice Initiative PM is responsible for designing, implementing, evaluating, reporting, and operational management of all Justice Initiative program activities, including contract maintenance and renewal. The Justice Initiative PM provides direct supervision to assigned staff and coordinates internal and external partners in relationship to the Justice Initiative program. The position requires close collaboration with partners to advance health equity, improve the health of underserved populations, and support the successful implementation of coordinated clinical interventions/initiatives focused on improved health outcomes for criminal justice populations. Partners include but are not limited to law enforcement, courts, jails, and probation and parole, safety net agencies, population health organizations, policy and health disparities leadership.

About IHN Justice Initiative:

The IHN Justice Initiative includes the **Re-Entry Community Linkages (RE-LINK) program** and **Mental Health Integration** initiative.

The purpose of the **Re-Entry Community Linkages (RE-LINK) program** is to improve health outcomes for re-entrants in transition from jail to their communities. The targeted population are economically/environmentally disadvantaged reentrants that are discharged from jail to the community.

The goals of the RE-LINK program are: (1) improved coordination and linkages among criminal justice, public health, social service, and private entities to address health care and health care access of community re-entrants; (2) reduce health disparities experienced by the reentry and justice-involved population; (3) increase access to needed public health, behavioral health, health care coverage, and social services; and (4) reduced recidivism.

IHN's Mental Health Integration aims to address the opioid crisis by increasing access to medication-assisted treatment of opioid use disorder (OUD), reducing unmet treatment need, and reducing opioid overdose related deaths through the provision of prevention, treatment and recovery activities for OUD. The initiative formalizes partnership with Missouri Institute of Mental Health and IHN to integrate a full-time employee (FTE) designed to connect people to community-based treatment, recovery support, and essential health and social services upon release from city jails or as referred to by criminal justice agencies. The program supplements treatment activities currently undertaken by the state agency and will support a comprehensive response to the opioid epidemic. The results of the assessments will identify gaps and resources to build upon existing substance use prevention and treatment activities as well as community-based recovery support services.

Qualifications:

- Strong analytical, interpersonal, communication and organization skills.
- Ability to work in a self-directed manner.
- Prior experience working with diverse populations, young adult populations, community-based organizations, uninsured, Medicaid population, and incarcerated population is preferred.
- Supervision experience preferred. A knowledge base in performance and budget management is required. Knowledge of evidence-based practice and program evaluation is necessary.
- Knowledge of health education, motivational strategies, and an empathetic work style preferred.
- Prior supervisory experience in community health outreach or similar positions within a health care setting is preferred.
- Prior experience with incarceration or in correctional environment preferred.
- Proficiency with Microsoft Word, Microsoft Excel, presentation programs (such as Microsoft PowerPoint), and Internet browsing software is essential. Experience with Efforts to Outcomes is preferred.
- Ability to work occasional flex hours, including evenings and weekends.
- Ability to possess a valid State driver's license and to travel.
- Bachelor's degree in social work, social science, counseling, human services, management, health care administration, criminal justice, or a similar degree, or 3-5 years of relevant experience required. Master's degree preferred.

Primary Responsibilities:

- Responsible for the implementation of the goals and objectives set forth and adopted by the IHN.
- Executes the day-to-day development and implementation of the IHN's Justice Initiative. Operations Management of the Justice Initiative including but not limited to:
 - Provides direct supervision to assigned Justice Initiative staff including but not limited to:
 - Hiring, training, supervising, coaching and evaluating assigned staff.
 - Work with each assigned staff to establish and attain both program and professional development goals and skill development.
 - Team Development:
 - Plans, schedules and facilitates team meetings.
 - Help cultivate an intentional organizational culture where we pursue equity, authenticity, learning, community and innovation.
 - Strong project management skills ensuring realistic timelines and execution on tangible deliverables.
- Reporting and accountability on key metrics, outcomes, objectives, and contract requirements.
 - Maintains and improves an objective, reliable and consistent database of information on program metrics and outcomes for the Justice Initiative.
 - Effectively informs development of the process objectives and outcomes management design.
 - Executes all reports as required by the contract funded opportunity.
 - Program budget management as necessary for contract requirements.

- Provides timely and relevant reports to Principal Strategist regarding the status of the goals and objectives established by the IHN on the Justice Initiative.
- Manages key relationships with internal and external partners of the Justice Initiative.
 - Schedules and drives regular meetings with all partners.
 - Provides administrative support, meeting facilitation, and coordination of the Health and Social Service Network (HSSN) and plays a leadership role in HSSN.
- Provides Community Leadership and Outreach:
 - Serve as IHN Representative on community initiatives, task forces and workgroups as relevant to the Justice Initiative and mission of the IHN.
 - Provide educational presentations and media coverage on the IHN and Justice Initiative.
 - Develops and facilitates trainings with HSSN and partner organizations.
- Maintain sustainability of the Justice Initiative. Manage current contracts and identify opportunities for continuing and/or expanding.
- Perform other duties as assigned.

Competencies:

Incorporates basic competencies into all aspects of the position, including:

- *Leadership*: Exudes confidence in serving as a champion in the formation and implementation of the IHN's objectives.
- *Learning orientation*: values and seeks opportunities to learn. Collects and uses information relevant to work-based problems.
- *Attitude toward change*: adapts to and works effectively with a variety of situations, individuals, groups and systems.
- *Personal effectiveness*: takes initiative to do more than the minimum requirements of the job. Expresses self-confidence in stating opinions and when called upon to make decisions.
- *Achievement motivation*: sets challenging objectives and works to continually improve personal performance.
- *Interpersonal and team performance*: builds and maintains positive relationships with people on the job. Listens effectively to understand others.
- *Values diversity*: Treats all people with respect; seeks and considers diverse perspectives and ideas; provides a supportive work environment for a multicultural workforce; shows sensitivity to individual differences; treats others fairly without regard to race, sex, color, religion or sexual orientation; engages in personal reflection and development to address unconscious bias, demonstrates no tolerance for micro-aggressions; recognizes differences as opportunities to learn and gain by working together.
- *Quality focus*: minimizes errors and maintains high quality by checking or monitoring data and work in a timely manner, and by developing and maintaining systems for organizing work and information. Actively explores ways to improve quality of output
- *Problem-solving effectiveness*: uses data and analytical thinking to identify problems and develop solutions.

Additional Information:

Position is full-time, 40 hour per week, contract funded, exempt position. We invite potential candidates with incarceration histories or criminal justice system contact to apply.

Starting Salary Range & Benefits: \$50,000-\$60,000 contingent on qualifications & experience. Employee will be eligible for full benefits including medical, dental, & vision insurance, life and disability insurance, retirement program, paid time off, Employee Assistance Program, and periodic review for incentive pay based on organizational and personal achievement.

Reporting Relationships:

The Justice Initiative Program Manager reports to the Principal Strategist – Alignment, Innovation, Growth & supervises Community Health Workers & Mental Health Integration Coordinator.

Work Environment & Physical Demands:

Work is performed primarily indoors in an office setting, with occasional remote working. The noise level in the work environment is low to moderate. Regular, daily travel to Justice Initiative staff sites and external meetings required within a 30-mile radius. Travel is primarily local during the business day, although some out-of-the-area travel may be expected. Rare overnight travel. The employee is constantly required to talk, hear, and operate a computer and mouse. The employee is frequently required to stand, sit, walk, bend, twist, push, pull, reach above shoulder and use hands to finger, handle, or feel. The employee will occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Application Instructions:

Please send cover letter, resume, reference list, and salary requirements by e-mail to:

St. Louis Integrated Health Network
ATTN: Human Resources – Justice Initiative Program Manager Position
HR@stlouisihn.org

About St. Louis Integrated Health Network:

MISSION OF THE INTEGRATED HEALTH NETWORK

The IHN, through collaboration and partnership, strives for quality, accessible, and affordable healthcare services for all residents of Metropolitan St. Louis, with an emphasis on the medically underserved.

IHN GUIDING PRINCIPLES

Our guiding principles reflect our most important organizational commitments. They underscore our priorities and inform the decisions, actions and agendas of our leadership and staff. Practiced with fidelity, these principles help to ensure the alignment of our mission and operations. We hold ourselves accountable to these principles and we seek partners who share our commitments to our principles.

*Health Equity • Patient-Centered Orientation • Accountability • Outcome-Focused
Decision Making • Innovation*