

## ST. LOUIS INTEGRATED HEALTH NETWORK POSITION DESCRIPTION

**Position Title:** Project Manager,  
Community Health Worker (CHW) Workforce Partnership

### **Position Purpose:**

Reporting to the Director of Evaluation, Quality & Learning, the Project Manager will manage, implement, and support the Community Health Worker (CHW) Workforce Partnership initiative focusing on CHW Employer engagement. The Project Manager will also have accountability to regional CHW employer priorities and direction set by the St. Louis Community Health Worker (CHW) Coalition, the HEAL CHW Employer All Call Workgroup, and key regional partners. The Project Manager will work closely with IHN's Data Analyst who leads the CHW Regional Metrics Project, the CHW Coalition, St. Louis County Department of Public Health and UMSL who is the evaluation lead. Areas of competence include: project management and implementation, financial management and administration, partner coordination and communication, meeting management and facilitation, and knowledge and experience in community health and healthcare workforce based in community. This is a grant-funded position through August 2025, with possible transition to permanent staff at the end of the grant period, pending need for sustainability.

### **About the Community Health Worker (CHW) Workforce Partnership initiative:**

The purpose of the Community Health Worker (CHW) Workforce Partnership initiative is to lead CHW Employer engagement for the St. Louis region, provide technical assistance to the St. Louis Community Health Work Coalition and promote the CHW Regional Metrics Project. The initiative is funded by the St. Louis CHWs for Regional COVID Response and Resilient Communities grant which is a three-year grant funded through the Centers for Disease Control and Prevention (CDC). The aim of the grant is to bolster the power and impact of Community Health Workers (CHWs) in order to effectively respond to the COVID-19 pandemic in St. Louis City and County. The grant focuses on Black and African American communities disproportionately impacted by COVID-19.

The grant uses a three-pronged approach to bolster the CHW infrastructure and workforce: train, deploy, and engage.

- The training strategy will expand coordinated training opportunities for CHWs, their employers, providers, and health educators to build capacity and skills needed to manage outbreaks and community spread.
- The deploy strategy will integrated CHWs into organizations and care teams to support the public health response to COVID-19 among priority populations within communities.
- The engage strategy will formalize institutional CHW leadership, and advocate for long-term sustainability of the workforce across the public health system, including in non-traditional settings.

Partners involved include the Saint Louis County Department of Public Health (DPH), City of St. Louis Department of Health (DOH), the St. Louis Community Health Worker Coalition, the St. Louis Integrated Health Network (IHN), Beyond Housing, and the University of Missouri – St. Louis (UMSL).

**Qualifications:**

- Excellent communication, persuasive writing, editing and presentation skills.
- Strong project management and organizational skills with a “plan ahead” approach and analytical, interpersonal, communication and organization skills.
- Ability to work in a self-directed manner, with excellent coordination and time management skills.
- Prior experience working with Community Health Workers, peer navigators, peer coaches, or other populations with lived experience preferred.
- Prior experience with employer environments that take a learning posture and support the development of positive work culture.
- Ability to maintain good working relationships with Community Health Workers, partner organizations, volunteers, practicum students, and others.
- Demonstrated understanding of the health and social service workforce landscape.
- Proficiency with Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet browsing software is essential. Experience with REDCap and 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, public health, counseling, human services, management, health care administration, criminal justice, or a similar degree, or 3-5 years of relevant experience preferred. Master’s degree preferred.

**Primary Responsibilities:**

- Responsible for the implementation of the goals and objectives set forth and adopted by the IHN, HEAL CHW Employer All Call Workgroup, the CHW Coalition, and CDC grant partners.
- Executes the day-to-day development and implementation of the CHW Workforce Partnership initiative. Operations Management of the initiative including but not limited to:
  - Drive process towards deliverables that are identified to move forward progress on the core strategies prioritized in the region
  - Engaging, informing, influencing, and supporting consultants connected to this initiative. Specifically, consultant engagement for marketing and employer training that have been identified to support this initiative.
  - Accountable to professional and timely execution on tangible deliverables
- Reporting and accountability to outcomes, process objectives and grant requirements
  - Effectively informs development of processes, outcomes and deliverables
  - Executes all reporting as required by the grant funded opportunity.
  - Project budget management as necessary for grant requirements
  - Provides timely and relevant reports to Director of Evaluation, Quality & Learning regarding the status of the goals and objectives established by the IHN, HEAL CHW Employer All Call Workgroup, CHW Coalition, and CDC grant partners.
- Manages key relationships with internal and external partners connected to the CHW Workforce Partnership
  - Schedules and drives regular meetings with all partners.

- Be responsive and accountable to CHW Coalition leadership as the decision-makers for how the CHW workforce takes shape
- Provides administrative support, meeting facilitation, and coordination for the HEAL CHW Employer All Call Workgroup
- Provides Community Leadership and Outreach:
  - Serve as IHN Representative on community initiatives, taskforces and workgroups as relevant to the CHW Workforce Partnership initiative and mission of the IHN.
  - Elevate CHW leadership at decision-making tables. The Project Manager will “lead from behind” to elevate and encourage the leadership of CHWs.

**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, 3-year grant funded, exempt position. Employee will be eligible for full benefits including medical/dental 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. We invite potential candidates with incarceration histories or criminal justice system contact to apply.

**Starting Salary Range:** \$50,000-60,000; contingent on qualifications/experience.

**Reporting Relationships:**

The Project Manager reports to the Director of Evaluation, Quality & Learning.

**Work Environment:**

Regular, daily travel to partner 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 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 15 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 – Project Manager, CHW Workforce Partnership

[HR@stlouisihn.org](mailto: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*