

## **ST. LOUIS INTEGRATED HEALTH NETWORK POSITION DESCRIPTION**

### **Position Title: Project Director**

### **Position Purpose:**

Reporting to the Vice President of Health Equity, Culture, & Innovation (VP HECI) and the community-based Principal Investigator (PI). The Project Director (PD) develops, tracks, and evaluates programs to help achieve goals and objectives. The PD is responsible for creating strategic and operational plans for each major project and then monitoring and reporting on the program and financial goals. PD is also responsible for facilitating and coordinating a robust community engagement strategy, ensuring adherence to the organization mission and values of authentic engagement, building community, equitable practices. The PD updates the organization leaders and external stakeholders on project progress, changes from original plans, and existing or emerging risks. The PD is a contract-funded position and will serve as the Equity Officer (EO) on the Novel Innovations for Tissue Regeneration in Osteoarthritis (NITRO) research study that is funded by the Advanced Research Projects Agency for Health (ARPA-H), Health Science Futures Office (HSF). The PD will be approved by ARPA-H and will help perform key duties throughout all NITRO Phases.

The mission of ARPA-H is to accelerate better health outcomes for everyone by advancing innovative research that addresses society's most challenging health problems. ARPA-H is committed to equitable healthcare access irrespective of race, ethnicity, gender/gender identity, sexual orientation, disability, geography, employment, insurance, and socioeconomic status. ARPA-H seeks to advance regenerative and reconstructive strategies for treating osteoarthritis (OA), using innovative approaches to enable revolutionary advances in patient care algorithms. It is also the goal of the program to negotiate full coverage through all health insurance via US Government entities (Center for Medicare and Medicaid Innovation (CMMI), Centers for Medicare & Medicaid Services (CMS), Indian Health Service (IHS), and more) so that NITRO therapeutics are accessible to all.

In partnership with the community-based Principal Investigator (PI), VP HECI, and academic-based PI, the PD will ensure that all performers follow the FDA's guidance titled "Diversity Plans to Improve Enrollment of Participants from Underrepresented Racial and Ethnic Populations in Clinical Trials" and that clinical trial populations reflect the same US population proportions and severity as those affected by OA. The PD will be approved by ARPA-H and will help perform key duties throughout all NITRO Phases. In NITRO Phase 1, the PD will define Equity Key Performance Indicators (KPIs), convene and lead >5 demographic-specific listening sessions, prepare the "Road Map to Equity" report, and

manage execution of the Insurance Action Plan (with CMMI, CMS, and HHS engagement) in consultation with internal IHN colleagues. In NITRO Phase 2, the PD will co-manage and publish the proceedings of the Equity Symposium, ensure that the prior KPIs are enforced, and implement the Clinical Trial Go/No-go Demographic Requirements. The PD will develop rollout strategies and triangulate stakeholders with the help of ARPA-H's Expert/Entrepreneur in Residence (XIR/EIR) network, and the PD will also pursue all available approaches to ensure equity throughout study designs and Clinical Trials across all Technical Areas (TAs). The PD will regularly meet with St. Louis Equity Officer team comprised of an academic, community based organization, consultant and IHN team members.

This position requires a strong community focus, uplifting of community experience and advocacy for community needs. This person must demonstrate flexibility in addressing changing community and patient needs and adapting workgroup and materials to meet the needs. In addition, this position will actively work to incorporate community based participatory research and equity principles throughout the project, partnerships and dissemination of findings. Strong understanding of equity principles and practices is needed.

Areas of competence include project management and implementation, financial management and administration, partner coordination and communication, expertise in DEI principles and practices, meeting management and facilitation, and knowledge and experience in healthcare, community engagement and outreach, and health equity. This position is funded for 18 months, with the potential to extend for an additional 3 years based on funder requirements. After, there is potential for possible transition to permanent staff at the end of the contract period.

### **About St. Louis Integrated Health Network and Washington University School of Medicine:**

St. Louis Integrated Health Network (IHN) was established in 2003 as a group of safety net providers collaborating to improve access to care, enhance quality of care, achieve cost efficiencies, and optimize patient outcomes through integrated services. Over the years, IHN has evolved to become a healthcare intermediary comprised of community health centers, hospital systems, public health departments, academic medical centers, and community-based organizations, implementing numerous initiatives and strategies to improve healthcare access.

Our academic partner on the NITRO study is Washington University School of Medicine (WashU Med), which has a rich history of success in research, education, and patient care. WashU Med faculty pioneer bedside teaching and lead the transformation of empirical knowledge into clinical practice. Their clinical faculty additionally oversee a wide array of clinical trials, which offer people the opportunity to participate in studies evaluating the

effectiveness of investigational treatments and disease prevention strategies. Corporate partners of the Medical Campus are Barnes-Jewish Hospital, BJC HealthCare, and St. Louis Children's Hospital.

### **Minimum Requirements**

- Master's degree or above, preferably in a social science area (e.g., Psych, Ed, Social Work, Community Work, Public Admin, Sociology, Epidemiology)
- At least five (5) years of project management and/or healthcare related experience
- At least five (5) years of progressively responsible and related work experience in DEIA;
- Experience ethically recruiting and retaining a diverse study population; and
- Deep content knowledge of DEI research and best practices.

### **Qualifications:**

- Excellent communication, persuasive writing, editing and presentation skills.
- Strong understanding of benchmarks, leading practices, and innovations in diversity, equity, and inclusion strategies.
- Working knowledge of techniques and methodologies used in developing, coordinating and managing projects.
- Demonstrates an in-depth understanding of the contexts, cultures, and politics within institutions and systems that impact the implementation and management of effective diversity, equity, and inclusion change efforts.
- 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 safety net organizations and populations.
- Ability to maintain good working relationships with partner organizations and staff, volunteers, practicum students, and others.
- Demonstrated understanding of the health and social service landscape.
- Proficiency with Microsoft Word, Microsoft Excel, Microsoft PowerPoint and Internet browsing software or other relevant tools commonly used in project management.
- Ability to work occasional flex hours, including evenings and weekends.
- Ability to possess a valid State driver's license and to travel.
- Have knowledge of organizing and interpreting data to advance projects.
- Proficiency in data analysis and statistical methods and in ability to present complex data (qualitative and quantitative) in a clear, concise, and compelling manner to both technical and non-technical audiences to inspire action.
- Strong organizational skills, an orientation toward detail, and collaboration oriented

### **Primary Responsibilities:**

- Provides strategic, technical, operational, financial, and managerial leadership to implement project activities successfully.
- Coordinate the efforts of various stakeholders to ensure the completion of tasks.
- Tracks project plan elements and makes changes to stay on schedule.
- Works with Principal Investigators (PIs) to design, perform and evaluate research procedures; confers with PIs to assist in developing plans for research projects and discuss the interpretation of results; collaborates in the preparation of manuscripts for publications and preparation of contract proposals to sponsoring agencies; assists in the preparation of amendments to protocols and/or modifications to study design as appropriate.
- Follows contractual obligations and comply with donor or funder regulations and internal organizational policies, and serves as liaison with funding or sponsoring agency
- Represents IHN in technical, policy, and planning events and forums with internal and external stakeholders.
- Engages with the academic, clinical, and community members through convening, networking, and presentations for the purposes of reducing barriers to access and increasing engagement in clinical trial services.
- Supports the PIs for the development of forms, questionnaires, and the application of research techniques; assists in writing instructional procedure manuals for study progress, and data collection.

### **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 hours per week 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:** Commensurate with qualifications/experience.

**Reporting Relationships:** The Project Director (PD) reports to the Vice President of Health Equity, Culture, & Innovation (VP HECI) and the community-based Principal Investigators (PIs) and collaborates with the academic-based PIs.

**Work Environment:**

Regular, occasional 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. Occasional 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, and reference list by e-mail to:

St. Louis Integrated Health Network

ATTN: Human Resources – Project Director, NITRO

HR@stlouisihn.org

**About St. Louis Integrated Health Network:**

**Mission:**

Through partnership and collaboration, the St. Louis Integrated Health Network is a healthcare intermediary building capacity across sectors to advance health equity and improve wellbeing by increasing access to health and social services, with an emphasis on communities that have been historically excluded.

**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. They are Health Equity, Patient-Centered Orientation, Accountability, Outcome-Focused Decision Making, and Innovation.