

**WASHINGTON MANAGEMENT SERVICE
EMPLOYMENT OPPORTUNITY**

POSITION: Program Manager
Project Coordinator ARRA Chronic Disease Self Management Program

SALARY: Salary (XXX to XXX) is negotiable based on experience, within the range of consideration for this Washington Management Services Band 1 position

LOCATION: Aging and Disability Services Administration
640 Woodland Square Loop SE
Lacey, Washington 98504-5600

WHO MAY APPLY: Any qualified individual

OPENS: XX/XX/ 2010

CLOSES: XX/XX/2010

AGENCY PROFILE:

The Department of Social and Health Services' Vision is safe, healthy individuals, families and communities. Our Mission is to improve the safety and health of individuals, families and communities by providing leadership and establishing and participating in partnerships. Our Values are: Excellence in Service, Respect, Collaboration and Partnership, Diversity, Accountability.

The mission of Aging and Disability Services Administration (ADSA) is to serve children, adults and seniors with chronic illness, developmental disabilities, cognitive impairment, and related functional disabilities. ADSA helps clients secure health services, long term care and supportive services that are high quality and responsive to individual needs. ADSA works with individuals and their families, consumer advocates, tribes, providers and multiple community partners to assist individuals and families to plan for and manage their long-term care needs and responsibilities.

POSITION OBJECTIVE:

Persons with disabilities due to chronic illness, injury or age want to be valued and active members of their communities. Services need to be responsive to these desires by focusing on choice, independence; quality of life and person centered planning. Aging and Disability Services Administration provides assessment and care planning for the health, social service and informal family support system needs of this population for the State of Washington.

This position is the project coordinator for the American Recovery and Reinvestment Act Communities Putting Prevention to Work Chronic Disease Self Management Program Grant through the Administration on Aging. The goal of this project and grant is to provide the Chronic Disease Self-Management Program to older adults with chronic conditions throughout Washington, and in partnership with lead local organizations, the Washington Department of Health, and community providers.

The duties and responsibilities of this position will include the major objectives of the ARRA grant work plan:

1. Expand partnerships to assure maximum numbers of older adults participate in CDSMP.
2. Ensure fidelity and quality assurance measures and programming.
3. Conduct systematic reporting and evaluation processes.
4. Draft and implement sustainability planning with a focus on distribution and delivery systems.

PRINCIPAL RESPONSIBILITIES:

The duties and responsibilities of this position will include the major objectives of the ARRA grant work plan:

1. Expand the availability of CDSMP by working with lead local organizations, state and local level grant partners, private and public organizations, and consumers.
2. Assess, plan for, and provide technical assistance, training and consultation on self-management programs to state and local public health and social service agencies, community organizations, and health systems. This work may at times be jointly provided by subject matter experts and local and state level partners.
3. Oversee development of statewide systems to ensure quality and fidelity of CDSMP sites, and for developing and implementing program evaluation plans to improve reach, quality and sustainability.
4. Provide oversight of data collection, monitoring, and evaluation for CDSMP partners, and will develop and implement systems to improve data collection, analysis, and reporting methods.
5. Provide coordination and collaboration across DSHS, DOH and lead local organization partners.
6. Work collaboratively with the DOH on development of the Living Well website, including feasibility planning for tracking participant data on the website.
7. Work collaboratively with partners for marketing and branding through multi-media techniques locally and at the state level.
8. Plan the statewide Advisory Board meeting and quarterly partner on site and web based partner meetings.
9. Work with DOH, DSHS and lead local organizations towards development of local health jurisdiction participation, CPPW CDC programs, and the DOH Healthy Communities Initiative.
10. Plans the statewide trainings and conferences with representative partners.
11. Initiate and monitor contracts with lead local organizations and support the lead local organizations with provider contracts.
12. Participate in special duties and projects as assigned by the Project Director.

KNOWLEDGE AND SKILLS REQUIRED:

1. Collection and analysis of demographic and outcome data.
2. Working cross state and county agencies, and private health and social service providers for efforts related to CDSMP dissemination and sustainability.

3. Planning and convening stakeholder, advisory group meetings, and technical assistance conferences.
4. Ability to work independently and collaboratively with a multi-disciplinary team.
5. Clear writing and teaching abilities – strong communication skills cross disciplines and locations of service providers.
6. Planning and initiation of activities for increasing or sustaining improvement.
7. Participation in projects and activities designed with the intent of improving client or provider outcomes or impacting health outcomes of older adults.
8. Participating in grant funded activities for evaluation.
9. Ability to travel and occasional overnight stays.

PREFERRED CANDIDATES WILL POSSESS:

1. Bachelor degree in social work, nursing, health education, or other health or social services area of study.
2. Experience with literature and research review and application to practice.
3. Work and/or educational experience with logic model planning, outcome based quality improvement and outcome based service planning.
4. Work and/or experience in supporting people with disabilities in self care and in providing support to formal and informal caregivers to improve effectiveness.
5. Work and/or educational experience with establishing performance measures in a variety of realms (behavioral, clinical, medical, caregiver, risk scales)
6. Experience with implementation of system interventions and evaluation of response to interventions.
7. Experience with data collection and analysis.
8. Experience working with health care providers.
9. Experience with adult teaching and learning principles

APPLICATION PROCESS:

Interested applicants should submit the following information to be considered for the position:

- Letter of interest, describing specific qualifications and experiences as they relate to this position.
- Current résumé detailing education and professional experiences, listing names of employers, dates of employment with details of responsibilities and accomplishments.
- A minimum of three professional references with current telephone numbers.

Send to:

Lynda Mullen
Home and Community Programs
Personnel
Aging and Disability Services Administration
PO Box 45600, Mailstop 45600
Olympia, Washington 98504-5600
Lynda.Mullen@dshs.wa.gov
Fax (360) XXX-XXXX

Application materials must be received at the address shown above on or before 5:00 pm, **XX/XX/2010**.

The Washington State Department of Social and Health Services is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply. Persons of disability needing accommodation in the application process, or those needing job announcements in an alternative format, may contact Catherine Plante at the address above.

If you have decided to apply for this position, we would appreciate your voluntary cooperation in responding to the Applicant Profile data sheet. This information will assist in ensuring equal employment opportunity and is strictly confidential, available only to authorized personnel.

PROFILE DATA

The Washington State Department of Social and Health Services is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities, and persons over 40 years of age to apply. We ask you to voluntarily answer the following questions and return with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

Name: _____ **Social Security #:** _____

Date of Birth: _____ **Sex:** _____ **Male** _____ **Female**

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning?

_____ **Yes** _____ **No**

Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? _____ **Yes** _____ **No**

Vietnam Era Veteran: _____ **Yes** _____ **No**

Disabled Veteran: _____ **Yes** _____ **No**

Percent of Disability: _____ %

What race or culture do you consider yourself? Please check only one group. If you are of more than one race, please check "Other Race".

_____ **Black/African-American** _____ **White/Caucasian**

_____ **Asian or Pacific Islander** _____ **Indian/Native American**

_____ **Hispanic/Spanish/Latino(a)**

_____ **Other** (please indicate race(s)/culture(s) and list in order of preference for Affirmative action purposes):

Signature: _____ **Date:** _____