



## **Reproductive Healthcare Program Manager Position Announcement**

- **Are you seeking a full-time position in a team environment?**
- **Are you an individual that thrives in a fast-paced rewarding environment?**
- **Are you passionate about accessible healthcare for all?**

**... If so, you need to talk to us!**

Nevada Primary Care Association ([www.nvpca.org](http://www.nvpca.org)) is a 501(c)(3) nonprofit membership association in Carson City NV. NVPCA is an administrative, nonclinical office and the federally designated primary care association for the state of Nevada working primarily with Federally Qualified Health Centers (FQHCs) and other clinics providing care to underserved individuals.

### **Responsibilities include:**

- Ensuring that health centers are implementing reproductive health program requirements, which may include the Title X family planning and teen pregnancy prevention programs and are in compliance with the federal and applicable state regulations.
- Fostering an integrated, organizational systems approach to sexual and reproductive health care (SRHC), including planning, promoting data quality, and engaging in data driven change.
- Serving as the primary contact and relationship manager for the health center(s), collaborative partners and the public as assigned.
- Implementation and maintenance of supportive monitoring practices to ensure quality, efficiency, and continuous improvement of the SRHC program(s).
- Participating in the development of competitive and non-competitive grant and program applications, progress reporting and data requests as needed.
- Reviewing and researching evidence-based models and promising practices, to support programmatic implementation.
- Supporting grantee and health centers in maintaining compliance with the program requirements and other relevant regulations.

- Monitoring and supporting data collection, performing data analysis, assisting with data management, and creating summary reports to support improvement.
- Monitoring program finances at the subrecipient and subcontractor levels.
- Coordinating and supporting ongoing health center needs assessments to identify opportunities for training, technical assistance, and performance improvement.
- Collaborating with NVPCA's training team to develop and/or coordinate trainings for the SRHC program(s) based on the needs of the health centers.

**Qualifications include:**

- Bachelor's degree with emphasis in public health, public administration, human services, business administration, organizational development or related healthcare or policy field. Master's Degree preferred. A combination of education and experience to meet the minimum requirements may be considered.
- Three to five years relevant progressive experience in performance improvement, project management, and/or population health.
- Knowledge of and interest in sexual and reproductive health in primary care practice environments.
- Understand and appreciate health care needs of low-income and underserved populations.
- Must have solid relationship building and interpersonal skills with the ability to motivate and drive change while supporting health centers and managing partner relationships.
- Experience generating, analyzing and reporting data to drive improvement.

**Other Skills and Abilities:**

- Demonstrated proficiency in project or program management, including implementation, organization and evaluation of programs and projects
- Solid time management, problem solving and organizational skills
- Strong interpersonal and professional ability when engaging with association's membership, vendors, and partners
- Excellent written and verbal communication skills
- Strong computational and statistical skills
- Strong proficiency with Microsoft Office Suite and web-based software and applications
- Manage multiple projects, plan strategically, and adapt to frequent change in a fast-paced environment
- Maintain a helpful attitude and collaborate with multi-departmental teams

**Location:** Carson City Office - Nonclinical (This position may work remotely up to 40% weekly subject to supervisor approval and work requirements.)

**Next Steps:** If you are qualified and interested, email your resume to [hr@nvpc.org](mailto:hr@nvpc.org).