

NATIONAL HEALTH CARE  
FOR THE HOMELESS COUNCIL  
JOB DESCRIPTION

**Job Title:** NIMRC Program Manager

**FLSA Status:** Non-Exempt

**Reports To:** Director of Medical Respite

**Organizational Description:**

The National Health Care for the Homeless Council (the Council) is the premier national organization working at the nexus of homelessness and health care. Since 1986, the Council has brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. The Council's 200+ Organizational Members include Health Care for the Homeless programs, respite programs, housing, and social service organizations across the country. Grounded in human rights and social justice, the Council's mission is to build an equitable, high-quality health care system through training, research, and advocacy in the movement to end homelessness.

The National Institute for Medical Respite Care (NIMRC) is a special initiative of the Council whose primary focus is on expanding medical respite/recuperative care programs nationwide. Launched in July 2020, NIMRC is a singular institute that advances best practices, delivers expert consulting services, and disseminates state-of-the-field knowledge in medical respite/recuperative care.

**Job Summary:**

The National Health Care for the Homeless Council is seeking two NIMRC Program Managers, one of which will have behavioral health expertise. The NIMRC Program Managers will work with the Director of Medical Respite on projects of NIMRC and the Respite Care Providers' Network (RCPN). The job responsibilities of the NIMRC Program Managers will involve completing pre-defined projects scoping the areas of technical assistance, education, training, project management, and research, as assigned. Completion of these tasks will involve regular communication with the RCPN/NIMRC community to gather information and resources needed to execute this work well. NIMRC Program Managers work in concert with all teams of the Council. Duties may vary depending on team assignment, therefore a certain degree of flexibility and latitude is required.

**Job Responsibilities:****NIMRC Project Management (90%):**

I. Manage grant-funded projects of the National Institute for Medical Respite Care (NIMRC) and the Respite Care Providers' Network (RCPN).

- a. Coordinate, organize, and assist in the facilitation of all grant-related meetings and events.
- b. Coordinate communications with grantees and NIMRC staff team.
- c. Manage planning, implementation, and evaluation of virtual and in-person convenings with grantees and NIMRC staff team.
- d. Manage development and distribution of agendas, meeting minutes, and resources.
- f. Manage grant-related information and reporting.
- g. Performs other duties as required.

2. Assist in development and facilitation of training and technical assistance (TA) related to medical respite care.

- a. Deliver training and TA, as needed.
- b. Design and develop tools and resources needed to better carry out medical respite TA.
- c. Develop relationships with Subject Matter Experts and medical respite program providers to assist with medical respite TA.
- d. Assist in the development of content for training events including webinars and online courses.
- e. Draft, write, and/or review written materials and reports on medical respite, as needed.

**General Agency Duties (10%):**

- a. Participate in staff planning and development of activities, including: all-staff meetings, organizational retreats, and other meetings as necessary.
- b. Provide consultation to Council staff in activities overlapping with your area of assignment

**Qualifications & Skills:**

- Preferred, Masters in social work, public health or similar field
- One position requires behavioral health expertise (e.g. RN, LCSW, LPC, LADC)
- Knowledge of medical respite care, preferred
- Strong interpersonal and social skills with demonstrated ability to collaborate with a variety of organizations and individuals from a wide range of professional and personal backgrounds.
- Strong organizational skills.
- Strong meeting planning and facilitation skills, including use of web-conferencing technologies.
- Strong project management experience.
- Capacity and willingness to learn new software, research methods, and work routines quickly; flexibility in responding to information and reporting requests as they arise.

- Intermediate knowledge of program evaluation and outcomes measurement.
- Excellent oral and written communications skills.
- Excellent public presentation skills
- Able to operate a variety of office equipment, including photocopier and personal computer.

**Physical Requirements:**

- Ability to operate small office equipment, such as computers and telephones.
- NHCHC office is located in Nashville, TN, however candidates outside of Nashville, TN will be considered for remote employment.

**Personal Characteristics:**

- Commitment to advancing the mission and values of the National Health Care for the Homeless Council.
- Enthusiasm for the work of medical respite care and ending homelessness
- Self-motivated and able to work with minimal supervision.
- Commitment to a collaborative team approach to organizational tasks.
- Ability to adapt to a change working environment.
- Comfort and ability work effectively with people from difference cultures and socioeconomic backgrounds.
- Availability for occasional national travel.

**Additional Information:**

Salary range: \$50,000 - \$60,000

Benefits: Comprehensive benefits package including health, dental, vision, 401k, and paid time off (PTO).

**How to Apply:**

Please submit a resume and cover letter to Julia Dobbins, Director of Medical Respite Care, at [jdobbins@nhchc.org](mailto:jdobbins@nhchc.org). Applications without cover letters will not be considered. No phone calls, please.

**Equal Opportunity Employer:**

The National Health Care for the Homeless Council is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The Council is committed to focusing on equity in all of our work, including ensuring our staff is inclusive and representative of the people we serve. People of marginalized identities and/or lived experience of homelessness are especially encouraged to apply.