

NATIONAL HEALTH CARE
FOR THE HOMELESS COUNCIL
JOB DESCRIPTION

Job Title: Medical Respite Manager
FLSA Status: Non-Exempt
Reports To: Director of Medical Respite
Location: Nashville, TN or Remote
Salary Range: \$50,000 - \$65,000

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 with a primary focus 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 a Medical Respite Manager to manage new projects focused on capacity-building for medical respite programs. The Medical Respite Manager will work with the Director of Medical Respite on projects of NIMRC and the Respite Care Providers' Network (RCPN). The job responsibilities of the Medical Respite Manager will involve completing pre-defined projects in the areas of technical assistance, education, training, project management, and research. Completion of these tasks will involve regular communication with the RCPN/NIMRC community to gather information and resources needed to execute this work well. The Medical Respite Manager works in concert with all teams of the Council. Duties may vary depending on team assignment, therefore a certain degree of flexibility 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). Grant-funded projects include, but are not limited to, managing the subaward of community activation grants, customized training and technical assistance, and convening and facilitating a peer learning community to build capacity for Medical Respite Programs across the country.

- a. Coordinate, organize, and assist in the facilitation of all grant-related meetings and events. This includes, but is not limited to:

- a. National funders, regional funders, and NIMRC ongoing meetings for macro strategic planning
- b. Individual Technical Assistance meetings during the grant period
- c. Peer learning community during the grant period
- b. Coordinate communications with internal and external partners. This includes, but is not limited to:
 - a. Communications with grantees and NIMRC staff team.
 - b. Communications with national funders, regional funders, and NIMRC staff team.
- c. Manage development and distribution of grant-related materials.
- d. Manage grant-related processes, information, and reporting. This includes, but is not limited to:
 - a. Managing the collection of program administrative pieces for funding
 - b. Establishing a project tracker to maintain all grant details and grant progress
- e. Manage planning, implementation, and evaluation of virtual and in-person convenings with grantees and NIMRC staff team.
- f. 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 degree and/or 3-5 years of experience in project management/coordination.
- Preferred, knowledge of homeless health care and medical respite care.
- 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.

Personal Characteristics:

- Commitment to advancing the mission and values of the National Health Care for the Homeless Council and the National Institute for Medical Respite Care.
- 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 - \$65,000

Benefits: Comprehensive benefits package

How to apply: Please submit a resume and cover letter to Julia Dobbins, Director of Medical Respite Care, at 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.