



**POSITION:** Senior Medical Respite Manager  
**REPORTS TO:** Director of Medical Respite  
**FTE:** 1.0 FTE  
**FLSA STATUS:** Non-Exempt  
**SALARY:** \$60,000 - \$82,000  
**START DATE:** ASAP  
**LOCATION:** National Scope: Remote or Hybrid (Nashville, TN)

### **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, we have brought together thousands of health care professionals, medical respite care providers, people with lived experience of homelessness, and advocates. Our Organizational Members include Health Care for the Homeless health centers, medical respite care programs, and housing and social service organizations across the country. Additional information is available at [www.nhchc.org](http://www.nhchc.org).

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. As an organization, we believe an inclusive and open environment fosters creativity, contributes to the quality of our work, and provides growth opportunities for our employees. The Council is guided by the principles of Justice, Equity, Diversity, and Inclusion (JEDI) in its internal and external work of dismantling racism and identity-based oppression as part of meaningful efforts to end homelessness and become a trauma-informed, anti-racist agency.

### **JOB SUMMARY**

The Senior Medical Respite Manager will work with the Director of Medical Respite on projects of the National Institute for Medical Respite Care (NIMRC) and the Respite Care Providers' Network (RCPN). The job responsibilities of the Senior Medical Respite Manager will involve completing projects scoping the areas of technical assistance, education, training, and research, as well as leading the development of products in response to emerging Technical Assistance (TA) needs from the medical respite field. 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 Senior 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 and latitude is required.

### **JOB RESPONSIBILITIES**

#### **Programmatic (90%):**

- Manage projects under the Cooperative Agreement and for NIMRC-funded activities.
  - a. Assist in the development and execution of project plans for webinars, data collection, online curriculum, and peer learning opportunities through the cooperative agreement.
  - b. Draft, write, and/or review written materials and reports on medical respite.
  - c. Plan and implement learning collaborative activities related to medical respite care.
  - d. Design and develop tools needed to carry out activities, such as evaluation surveys, interview guides, and focus group questionnaires.

- e. Plan and facilitate 1:1 meetings with program partners participating in NIMRC grants.
  - f. Lead coordination, technical assistance, and resource development for NIMRC grant-funded programs.
  - g. Partner with the Council's Implementation Research Team to execute data collection and analysis responsibilities for training and technical assistance activities and project evaluation.
  - h. Lead communications and reporting with internal and external partners on NIMRC grant-funded projects.
  - i. Perform other duties as required.
- Coordinate training and technical assistance (TA) related to medical respite care.
    - a. Respond to medical respite TA requests. Design and develop tools needed to better carry out medical respite TA.
    - b. Develop relationships with Subject Matter Experts and medical respite program providers to assist with medical respite TA.
    - c. Plan, develop content, and implement training events including webinars and online courses.
    - d. Develop and coordinate published materials regarding evidence-based and promising practices for medical respite care.
  - Assist in the operations of the Medical Respite Team (MRT)
    - a. Assist in the planning and implementation of medical respite content and events at the annual National Health Care for the Homeless Conference & Policy Symposium.
    - b. Conduct site visits to medical respite programs, as needed.
    - c. Supervise members of the MRT, as needed, and ensure supervised staff comply with the policies and procedures set out in the Council's Employee Handbook.
    - d. Performs other duties as required.

**Administrative (10%)**

- Foster an environment that promotes trust and cooperation among all Council teams.
- Attend staff and team meetings, and staff retreats.
- Participate in agency functional teams and ad-hoc committees.
- Represent the Council in meetings and conferences, as appropriate.

**QUALIFICATIONS AND SKILLS:**

- Master's degree or Bachelor's degree and five (5) years of related experience in project management, homeless services, behavioral health, public health, and/or medical respite care.
- Experience supervising staff, preferred.
- 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.
- 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.
- Able to express the mission and values of the National Health Care for the Homeless Council through actions in their work.
- 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 changing and fast-paced working environment.

- Excellent oral and written communications skills.
- Able to operate a variety of office equipment, including photocopier and personal computer.

#### **PHYSICAL DEMANDS & WORKING CONDITIONS**

- Ability to operate small office equipment, such as computers and telephones.
- Position able to be remote from anywhere or hybrid (Nashville, TN).
- Available for occasional national travel.

**Comprehensive benefits package:** Includes health, dental, vision, 401k, short and long-term disability, and paid time off.

**How to Apply:** Please submit a resume and cover letter to Julia Dobbins, Director of Medical Respite, at [jdobbins@nhchc.org](mailto:jdobbins@nhchc.org) **clearly marked Senior Medical Respite Manager**. Applications without cover letters and salary requirements will not be considered. No phone calls please.

**Equal Opportunity Employer:** We do not discriminate on the basis of race, sex, religion, sexual orientation, gender identity, or country of origin. The National HCH 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.

Last Updated: 08/02/23