

Director of Health Information Technology Programs

The Community Clinic Association of Los Angeles County (CCALAC) is a non-profit membership organization that provides a wide variety of essential services to LA's community clinics and health centers (clinics). Founded in 1994, CCALAC's mission is to, "promote community clinics and health centers as providers and advocates for expanding access to quality comprehensive health care for medically underserved people in Los Angeles County."

CCALAC's 65 member organizations serve over 1.7 million patients each year, regardless of ability to pay. These organizations include private, non-profit, Federally Qualified Health Centers (FQHCs), and community clinics.

CCALAC'S COMMITMENT TO JUSTICE, EQUITY, DIVERSITY AND INCLUSION

CCALAC strives to be an anti-racist organization with a culture that is equitable, inclusive and supportive of all employees and members. Our core values of partnership, equity, innovation, integrity, and service guide us in our internal collaborations, and in our work with our members and the community. We are committed to advancing racial and social justice and health equity, and will demonstrate this commitment through our organizational culture, policies, business practices, programs and services, communication, and leadership structures.

JOB SUMMARY

Reporting to the Chief Operating Officer, the Director of Health Information Technology (HIT) Programs strategically develops programs and projects to meet the needs of members around HIT. The Director of HIT Programs oversees and conducts the development, implementation and evaluation of the Association's HIT activities, such as the Health Center Controlled Network, Electronic Health Records, Health Information Exchange (HIE) and Telehealth.

JOB DUTIES:

HEALTH INFORMATION TECHNOLOGY

1. Directs the development, implementation and evaluation of CCALAC's HIT activities.
2. Represents CCALAC at local, state, and national meetings and coordinates CCALAC efforts with local, state and national organizations.
3. Establishes and maintains effective relationships with CCALAC members, funders and partners.
4. Oversees HIT programs internal to the CCALAC membership and with CCALAC's external partners.

5. Oversees HIT related roundtables and workgroups.
6. Works collaboratively with the California Primary Care Association, the County of Los Angeles and/or other organizations to further leverage HIT system utilization and effectiveness.
7. Collaborates with CCALAC Division Directors to ensure coordination of resources and programs across issue areas.
8. Collaborates with the Director of Clinical Services to manage the development and implementation of data and quality improvement strategies for members and the Association.
9. In collaboration with CCALAC's Assistant Director of Training and Equity, provides educational resources for members in the area of Health Information Technology.
10. Collaborates with members, partners and CCALAC Division Directors to identify issues impacting member clinics and the safety net at local, state and federal levels.
11. Collaborates with CCALAC's Leadership Team to determine effective strategies for addressing these issues.
12. Monitors trends, promising practices and policy issues related to HIT.
13. Serves as liaison between members and HIT vendors to cultivate relationships and negotiate group purchasing or discounted rates for member services.
14. Fosters member involvement in the division's programs.
15. Identifies potential sources of funding to support identified project areas.
16. Special projects relating to department functions.

OPERATIONS/MANAGEMENT

1. Participates as a member of the leadership team in the development of the annual operating plan, as well as longer term strategic plans; prepares reports as required to the Board and membership on activities to accomplish the strategic plan.
2. Participates as a member of the leadership and management teams to strengthen and support the programmatic, financial and operational goals of CCALAC.
3. Supervises Health Information Technology Division staff.
4. Performs supervisory duties related to interviewing and hiring staff, recommending termination, managing performance, counseling and providing training and development opportunities to employees.
5. Oversees the implementation of grants, submits reports to funders as required, manages division and program budgets; assists with grant writing as needed.
6. Participates in Association events and represents the Association as requested.
7. Other duties as assigned.

MINIMUM JOB REQUIREMENTS

1. Bachelor's degree in informatics, health information technology, and healthcare management or other relevant discipline or equivalent experience; master's degree preferred.
2. A minimum of 3-5 years of experience in a supervisor or team leadership role.
3. A minimum of 3-5 years of experience with HIT systems used in community health centers.

4. Experience with user-based collaboratives, systems planning, system strategy, project management and development, implementation, conversions and/or reconfigurations is preferred.
5. Experience with group facilitation, training, business analysis and process improvement is a plus.
6. Ability to effectively prioritize competing needs and reach consensus on project priorities and tasks.
7. Maintain a high level of integrity to work with multiple clinics and maintain confidentiality of information.
8. Demonstrated ability to promote new visions and ideas and gain buy-in from others.
9. General knowledge of the health care industry.
10. Familiarity with clinic payer sources, including Medicaid, Los Angeles County Partnerships, etc. are preferred.
11. Attention to detail with analytical skills.
12. Ability to work as part of a team as well as independently with minimal supervision.
13. Ability to develop and maintain effective working relationships with co-workers.
14. Strong reading comprehension, oral and written skills required.
15. Strong skills with Excel & MS Office Suite required.
16. Understands the role that racial inequity plays in our society and its impact on access to health care.
17. Able to utilize a racial equity approach within a service, program or team.
18. Ability to work well with others and across differences, including race, gender, functional silos, levels, etc.
19. Listens actively and hears and acts on feedback related to identity and equity with humility.
20. Understands how the dynamics related to race, gender, and sexual orientation impact organizational culture, and is committed to change and culture building with an equity lens.
21. Strong sense of accountability to community.

WORKING CONDITIONS

1. Majority remote position with in person meetings and convenings, as needed. Option to work fully in person at CCALAC's offices, if desired.
2. Works in a fast paced, high-volume environment with frequent interruptions and critical deadlines.
3. Some potential for repetitive motion injury and eye strain from working on computers.
4. Some car travel throughout Los Angeles County. Some potential for injury from car accident.
5. Travel outside of Los Angeles County to include overnight stays, as necessary.
6. Requires occasional on-site visits to community clinics with possible exposure to working conditions at a community clinic. Most site visits are expected to be in a meeting room designed for that purpose.

PERKS & BENEFITS

1. Flexible Work Schedules
2. Medical, Dental & Vision Coverage
3. 401(k) Plan with employer match
4. Employee Assistance Plan
5. Group Term Life Insurance
6. Flexible Spending Account
7. Aflac Supplemental Plans
8. Annual Personal Development Funds

If you are interested in applying for this position, please submit cover letter and resume to humanresources@ccalac.org