



## **POSITION DESCRIPTION (Exempt/Full-Time)**

**TITLE: Health Equity Manager**

### **ABOUT CCALAC**

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 1.4 million patients each year, regardless of ability to pay. These organizations include private, non-profit, 330-designated federally qualified health centers (FQHCs), FQHC Look-Alikes, free and community clinics.

### **JOB SUMMARY**

Reporting to the Director of Clinical Services, the Health Equity Manager creates and implements innovation and collaboration with our clinic and community partners regarding Social Determinants of Health (SDOH). The Health Equity Manager will foster conversations and interventions that advance health equity and desired transformational change, while maintain accountability project strategies and activities.

### **JOB DUTIES:**

1. Monitor community partnerships and SDOH efforts by soliciting feedback, sharing and tracking community resources and tools used to address the social risk factors of patient populations.
2. Stay apprised of current Social Determinants of Health (SDOH) activities that include: attending CCALAC Roundtables, statewide and other regional stakeholder meetings.
3. Identify needs and gaps in SDOH initiatives and develop strategies that help spread SDOH innovations regionally, statewide and nationally.
4. In collaboration with CCALAC staff, develop and facilitate an advisory committee to help oversee and provide input to program activities.
5. Establish and implement a communication plan or "roadmap" that will spread priority initiatives to the CCALAC member community, stakeholders, and staff, and show the progress of SDOH initiatives.
6. Provide technical assistance and coaching to clinics wishing to implement various SDOH-related programs and interventions.
7. Collect data and information around enabling services, social determinant tools and interventions, and approaches to measuring the impact of SDOH-focused efforts. These may include on-site observations, interviews and focus groups of workflows and processes.

8. Coordinate SDOH-specific projects and learning opportunities at peer network gatherings and disseminate experience-related learnings by way of team updates, written reports and presentations as needed.
9. Work with interested clinics and partners and share models and resources that help guide SDOH activities and support developing partnerships with community-based, social service organizations.
10. Create an internal centralized SDOH activity tracking system of member clinic and community resources.
11. Write reports on program activities and progress for management and for funders, as needed.
12. Ensure that project deliverables are on time, within budget and at the required level of quality.
13. Assist in the development and/or strategic planning as it relates to the integration of SDOH programming.
14. Evaluate the outcomes of assigned project activities.
15. Other duties as assigned.

### **MINIMUM JOB REQUIREMENTS**

1. Master's degree in public health preferred.
2. A minimum three (3) years health care related experience.
3. Skills to develop, initiate, implement, manage and evaluate projects from inception to completion.
4. Broad knowledge and understanding of data, measurement and social determinants.
5. Quality improvement, practice management and facilitation skills.
6. Ability to maintain confidential information.
7. Knowledge of Los Angeles County health care system preferred.
8. Knowledge of community clinics and Federally Qualified Health Centers (FQHC) operations preferred.
9. Project and/or program management experience is preferred.
10. Attention to detail.
11. Ability to work well in a professional and fun team environment, including respect for different styles and personalities and enthusiasm for collaboration.
12. Ability to be self-directed, and able to manage and organize competing projects and priorities.
13. Develop and maintain effective working relationships with co-workers.
14. Strong reading comprehension, oral and written skills required.
15. Basic business math skills including being able to perform basic arithmetic operations such as addition, subtraction, multiplication and division of whole numbers, fractions and decimals, measure lengths and distances, solve simple equations.
16. Strong skills with Excel and MS Office Suite required.

If you are interested in applying for this position, please submit cover letter and resume to [humanresources@ccalac.org](mailto:humanresources@ccalac.org).