



POSITION DESCRIPTION

POSITION TITLE:	Government Grants Administrator	DEPARTMENT:	Administration
REPORTS TO:	Development Director	STATUS:	Full Time (40 hours) Non-Exempt

High-Quality Health Care for All

The mission of Valley Community Healthcare is to improve the health and wellbeing of our community by providing high-quality comprehensive healthcare services regardless of ability to pay.

We're in this together

Enhancing relationships with staff, businesses, foundations, and community leaders who share our vision of high-quality healthcare for all.

We're providers of patient-centered care

Empowering patients to take responsibility for, and share in, decisions regarding their health status, forming a partnership between patient and healthcare provider.

We're forward-thinking, accountable leaders

Assuring organizational viability through high standards of administrative and fiscal accountability while managing growth responsibly and strategically.

The Government Grants Administrator is responsible for developing, submitting and maintaining all grants and grant compliance, specifically those that relate to Federal, State and County awards. In addition, the individual will manage and organize any related government compliance & reports that pertains to our status as a 330 Federally Qualified Health Center grantee and all other Federal, State and Local contracts and compliance. This position requires understanding of strategic trends, analytics and nonprofit healthcare environments through research, conferences, and networking.

CORE JOB RESPONSIBILITIES (Essential Duties):

SPECIFIC DUTIES:

- Develops, prepares, submits and maintains all grant strategies for submissions, reports, strategic planning and compliance for grants: e.g., Service Area Competition, Budget Period Renewals, Federal Torts Claim Act, Deeming etc.
- Analyze and assess compliance with Federally Qualified Health Center standards and requirements including Federal Tort Claims Act.
- Analyze state and federal legislation to determine impact on Federally Qualified Health Center standards and 330 program
- Manage Federal EHB in all aspects, including updates

- Initiating and tracking Scope Changes
- Modifying Forms 5A, 5B and 5C as needed for scope compliance
- Write/Prepare/Submit government grants: federal, state, county, city
- Perform appropriate follow-up activities related to both submitted and funded proposals including status checks, contracts and letters of agreement.
- Provide data entry and comparison reports for the Uniform Data Systems (UDS) and HCAI (formerly OSHPD) reports
- Research & Identify potential funding sources for priority needs
- Write high-quality letters of inquiry
- Provide government relations in the form of attending conferences, conference calls, and interface with Federal and other officials
- Attend Federal/State/Local bidder's conferences for potential grant and related compliance information
- Evaluate appropriateness (with DoD) of funding possibilities to match VCH current operations or future strategic goals.
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SUPPORTING JOB RESPONSIBILITIES:

- Attend and lead meetings, team huddles, and assigned trainings.
- Attend and actively participate in department meetings for guideline and policy changes.
- Support the DoD with researching, managing and applying for foundation and corporate grants and sponsorships.
- Other duties as assigned.

POSITION REQUIREMENTS:

***Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company.**

**Disclaimer: This position description indicates in general terms the type and level of work performed and responsibilities held by the employee(s) occupying this position. Duties described are not to be interpreted as an exhaustive list of all responsibilities. Employee(s) will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.*

Qualification Requirements:

- Bachelor's degree required
- Highly detailed, analytical individual
- Outstanding organizational abilities.
- Collaboration and networking skills
- Two years of experience producing Federal grants or applying for Government programs (preferred); HRSA EHB experience a plus
- Understanding of data and ability to research
- Excellent writing skills.
- Project management
- The ability to work well/meet deliverables under a deadline
- Excellent telephone and inter-personal skills
- Absolute discretion regarding staff salaries and other confidential matters.

These specifications are general guidelines based on the minimum experience normally considered essential to the satisfactory performance of this job. Individual abilities may result in some deviation from these guidelines.

ENVIRONMENT:

This position is in a community clinic environment that is clean and comfortable. It may include some minor annoyances such as noise, odors, drafts, etc. The incumbent is in a non-confined office-type setting in which he or she is free to move about at will. In addition, the incumbent may travel via personal vehicle with verified licensure, registration and insurance or public transportation throughout the community.