



700 Columbine St., Sterling, CO 80751 - (970) 522-3741 – (877) 795-0646 - www.nchd.org

<u>Job Title:</u> Health Integration Manager	
<u>Pay Range:</u> \$24.00-27.00/hourly	<u>Updated:</u> July 2024
<u>Supervisor</u> Director of Client Health Services	<u>Location</u> Any NCHD Office
<u>Schedule:</u> Monday-Friday, 8:00a-5:00p	<u>Employee Type</u> Full Time
<u>Education:</u> High School Diploma or equivalent	<u>License/Certificates</u> <ul style="list-style-type: none"> • Driver’s License (Required)

General Statement of Duties

The Health Integration Manager oversees both people and programs that focus on behavioral health, maternal child health, and population-based services located in our six-county region. This manager must have the ability to work with a variety of partner agencies to develop a coordinated system of care to provide greater access to services for the residents of Northeast Colorado. The Health Integration Manager must be eager and able to develop, support, and implement programs focusing on specific populations, as well as conduct evaluations directed toward program impact.

Primary Duties and Responsibilities

The Health Integration Manager will be a leader for the people and programs that are part of the Health Integration Team by doing the following:

- Foster existing relationships with partner agencies, as well as exploring and developing new partnerships as appropriate.
- Support and mentor staff to build community rapport, buy-in, and partnerships so that programs may be successful and sustainable.

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- Oversee development of assigned programs, and ensure budgeting, reporting and all contract deliverables are met in a timely and accurate manner.
- Provide input on new staff hires and oversee orientation and training for new staff.
- Review and approve payroll, PTO requests and schedules for the Health Integration team.
- Complete evaluations for all Health Integration program staff.
- Work with partner agencies and colleagues to coordinate and schedule on-site clinics.
- Work in conjunction with nursing staff to facilitate care coordination needs resulting from on-site clinics and other outside referrals.
- Continually assess programs for areas of improvement or opportunities to expand services.
- Other duties as assigned.

Qualifications and Experience

The Health Integration Manager should possess the following knowledge, skills and abilities:

- The ability to clearly communicate, both verbal and written, with a variety of people from the community and professional partners.
- The ability to develop relationships with staff that allow for successful supervision and development. This includes delivering feedback, training, and disciplinary actions as needed.
- Must be able to maintain a level of organization that allows for balancing multiple programs and priorities.
- Ability to maintain open communication with staff, peer managers and Department leadership.
- Be skilled in managing computer programs that include Microsoft Office and Google.
- Be able to demonstrate considerable knowledge of grammar, spelling and punctuation, and basic math functions.
- Experience in public health, human services or grant management is preferred, but not necessary.
- Experience developing relationships and programs in a business environment is beneficial. Healthcare administration, behavioral health, wellness and business administration experience is all relevant.

WORKING ENVIRONMENT

This position involves working in an office environment. Familiarity with general office equipment such as computers, copy machines, and fax machines, is required. NCHD also requires the use of computer

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programs such as calendars, email, virtual meetings, MS Office products, etc. Daily activities may involve standing, sitting, driving, stooping, kneeling, climbing, lifting, carrying, transferring objects, reaching, pushing, and pulling. Periodic travel is expected of all staff throughout the 6-county region (Logan, Morgan, Phillips, Sedgwick, Washington, and Yuma Counties). Stairs are present in many offices. The climate and/or temperature, depending on assignment, may be uncomfortable at times.

DRUG-FREE WORKPLACE STATEMENT

In 1988, Congress enacted the Drug-Free Workplace Act. This law requires employers who contract with or receive grants or funding from federal agencies to certify that they will meet certain requirements for providing a “Drug-free workplace.” The Northeast Colorado Health Department intends to comply with all provisions of the Act. Therefore, to ensure a safe working environment, it is the policy of Northeast Colorado Health Department that use of alcohol, other drugs, or controlled substances during work hours is prohibited. Likewise, it is the policy of Northeast Colorado Health Department that illegal possession, manufacture, use, sale, or transfer of a controlled substance on NCHD property or during work hours by its employees is prohibited.

EQUITY IN THE WORKPLACE

Northeast Colorado Health Department recruits, hires, employs, trains, promotes, and compensates individuals based on job-related qualifications and abilities. The Northeast Colorado Health Department also has a policy of providing a work environment that respects the dignity and worth of each individual and is free from all forms of employment discrimination, including harassment, because of race, color, sex, gender, age, religion or religious creed, national origin, ancestry, citizenship, marital status, sexual orientation, gender identity, gender expression, genetic information, physical or mental disability, military or veteran status, or any other characteristic protected by law.

HIPAA STATEMENT

It is the intention of the Northeast Colorado Health Department (NCHD) to ensure the confidentiality and integrity of protected health information of both patients and employees, as required by HIPAA, professional ethics, accreditation standards, licensure requirements, and any other legal requirements. Employees/students/volunteers are expected to follow NCHDs policies, guidelines and standards for workforce performance expectations which are mandated by HIPAA.

EMERGENCY PREPAREDNESS AND RESPONSE DUTIES

Employees are required to complete Northeast Colorado Health Department provided emergency response training, exercises, and drills to prepare for a public health emergency. As First Responders,

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employees are required to support public health emergencies, incidents and events.

BENEFITS INCLUDE:

- Medical insurance options at the beginning of the month after hire.
- Dental insurance options at the beginning of the month after hire.
- Vision insurance options at the beginning of the month after hire.
- Voluntary benefit options available at the beginning of the month after hire.
- PERA Retirement upon hire.
- 401K participation.
- PSLF Eligible employer.
- 2 hours/month wellness leave (non-accruing) (full-time only).
- Paid sick time (part-time only).
- Paid time off (full-time only), accrues at 19 hours/month.
- 12 paid holidays/year.

Signature _____ Date _____