



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: NUNC
Date created or revised: 9/14/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Director, Community Health Worker Association (CHWARI) of RI
Status: Full-time, 35-hours per week, 18-month temporary appointment
Grade: 12
Union Affiliation: NUNC (Non-Union/Non-Classified)
Reports To: Director, Institute for Education in Healthcare (IEH)

PRIMARY PURPOSE:

The Director, CHWARI plays a critical role in supporting the augmentation of certification programs at Rhode Island College and their marketing across the broader employer and prospective members of the workforce. The Director provide oversight and coordination of community health, peer recovery, and pain management training projects, development and implementation of curriculum and workforce development that supports the elevation of addiction knowledge and response skills across targeted work sites in RI. The Director serves as a liaison between industry partners, sub-awardees, city and state agencies, and RIC departments in the planning, development, and implementation, evaluation of training and employment deliverables.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Manage CHWARI and related grant expenditures.
- Oversee the implementation of Community Health Worker (CHW), Pain Management, and Peer Recovery-Community Health Worker Networking training.
- Create and maintain a database for enrollment, completion, and outcome data.
- Collaborate with Professional and Continuing Studies to formalize IEH certificate programs with credit options for participating students.
- Serve as a liaison for curriculum coordination and implementation efforts between industry partners, state agencies, RIC departments, and sub-awardees.
- Engage in ongoing assessment of staff, consumer, and employer needs.
- Strategize and plan with the Principal Investigators and employer partners to assess progress and ongoing needs.
- Communicate with DLT regarding grant requirements, reporting etc.
- Collaborate with the College's Post-Award office to submit quarterly progress reports to the funding agency.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Director of the Institute for Education in Healthcare.

REQUIRED QUALIFICATION STANDARDS:

Education:

Master's degree.

Experience:

Experience with grant/project management; building partnerships between community-based organizations, higher education and employer partners; and curriculum development and implementation to support participant learning and workforce development, specifically within community health work and peer recovery populations.

Skills, Knowledge and Abilities:

- Ability to plan, organize, and implement assigned responsibilities, and work well under pressure to meet deadlines.
- Ability to work in situations requiring tact and collegiality.
- Knowledgeable about grant/project management, building partnerships between higher education and employer partners, curriculum development, and implementation to support participant learning and workforce development.
- Ability to build and managing teams.
- Ability to participate as a team member, to understand and interpret regulations, and to adjust to change with a positive attitude.
- Ability to communicate effectively in verbal and written form and to work with a variety of constituents.
- Good computing skills including MS Office, database, statistical software, and general computer knowledge.
- Assessment and evaluation of programs and project outcomes.

PREFERRED:

Bilingual in English / Spanish (fluent in speaking and writing).

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.