

JOB DESCRIPTION

POSITION: Diabetes Prevention Program Director
DEPARTMENT: Community Services and Partnerships
REPORTS TO: Director of Community Services and Partnerships
FTE: 1.0 FTE
SALARY: \$55,000 Annually
START DATE: October 23, 2017
LOCATION: Honolulu, Hawaii

ORGANIZATIONAL DESCRIPTION

The Association of Asian Pacific Community Health organizations (AAPCHO) is a national association of community health organizations serving Asian and Pacific Islander populations across the United States and its territories. AAPCHO's mission is to promote advocacy, collaboration and leadership that improve the health status and access of Asian Americans, Native Hawaiians and Pacific Islanders within the US, its territories and freely associated states, primarily through our member community health clinics. Our vision is to establish a standard of excellence for community-based health care that is equitable, affordable, accessible and culturally and linguistically appropriate to the people we serve.

Position/Role:

The Diabetes Prevention Program Director reports to the Director of Community Services and Partnerships. The Program Director will also work closely with the Executive Director, Director of Community Services and Partnerships and key consultants in coordinating the Centers for Disease Control Pacific Islander Diabetes Prevention Program (CDC PI DPP). Travel is required of this position.

Funded through the CDC, the PI DPP goals are to 1) Increase the number of new organizations achieving full CDC-recognition in selected underserved counties/islands/atolls; 2) Increase the number of Native Hawaiian and Pacific Islander (NHPI) participants meeting CDC recognition standards related to intensity and duration of participation in DPPs; 3) Increase the number of NHPI participants that have the CDC-recognized lifestyle change program as a covered benefit by public or private payer or employer and; 4) Increase awareness and dissemination of best practices, resources, and tools to NHPI communities and organizations.

Programmatic (65-70%)

1. Along with the Director of Community Services and Partnerships and Executive Director, the Program Director will plan, coordinate, communicate, implement, monitor, and trouble-shoot program activities and progress.
2. Serve as primary CDC point of contact regarding all contract deliverables and required communications.
3. Work with communication with the consultant expert and program evaluator to develop, communicate, implement, and monitor program evaluation plan and process.
4. Support overall management of PI DPP subcontracts with partner organizations.
5. Coordinate site visits and overall communications with program sites.
6. Provide training and technical assistance to local implementers
7. Write and submit required CDC reporting and documentation of progress.
8. Plan, organize, and facilitate program related meetings and teleconference calls.
9. Respond to technical assistance requests as needed.
10. Develop a centralized DPP materials and resources repository for all DPP materials developed by AAPCHO and DPP partners through the course of the program.
11. Develop, strengthen and maintain partnerships with local, state, regional and national organizations involved in AA & NHPI diabetes prevention efforts.
12. Maintain consistent communication with PI DPP consultants and partner organizations.
13. Represent AAPCHO at conferences, DPP program meetings and other events as required.

14. Other duties as requested by the Executive Director and Director of Community Services and Partnerships.

Media/Advocacy (15-20%)

15. Coordinate with Communications Department regarding the development of a repository and other media related to the program;
16. Development of presentations highlighting program successes and lessons learned;
17. Represent AAPCHO in meetings and conferences, as appropriate.
18. Work with a team to coordinate AAPCHO related public program briefings
19. Develop fact sheets and talking points relevant to program area;

General Agency (5-10%)

17. Foster an environment that promotes trust and cooperation amongst staff, management, and clients.
18. Assist in advocacy activities promoting the mission and vision of the organization.
19. Participate in staff and program meetings
20. Participate in organization's functional teams and ad hoc committees.
21. Participate in agency activities such as quarterly and annual retreats, volunteer activities, holidays and other events.
22. Other duties as requested by the Director of Community Services and Partnerships and Executive Director.

QUALIFICATIONS:

1. Master's Degree in health related field or commensurate experience preferred.
2. Direct experience with Native Hawaiian and Pacific Islander communities required.
3. Demonstrated knowledge and understanding of AA&NHPI community health issues required.
4. Demonstrated program and project management knowledge and skills required. Federal grant management experience preferred.
5. Excellent speaking and written skills required.
6. Proficiency with computers and MS Office software required.
7. Ability to advocate for AA&NHPI community health issues.
8. Experience in curriculum development and health education program planning desired.
9. Experience in managing, monitoring, and reporting for federal government grants desired.
10. Two to four years community-based organization experience strongly desired.
11. Ability to support and implement the mission and goals of AAPCHO.
12. Be able to work as a team member in a fast paced environment.

Send cover letter and resume to pd-hiring@aapcho.org, Subject Line: PD 2017. Interviews will be granted according to the qualifications of the applicant.

AAPCHO is an equal opportunity employer and provides opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.