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## HRSA Program Director Position

Community Access to Coordinated Healthcare, Inc (CATCH) is a non-profit organization dedicated to improving health outcomes through health education, training, outreach and referral services including case management and access to care. The CATCH service area covers the jurisdiction of six local health districts (LHDs) and a Community Action Agency (CAA). For the purposes of this grant four rural public health districts are participating, covering 30 counties in eastern Nebraska.

CATCH is looking for a part-time (.50) Program Director who will help the Project Director coordinate activities of a Federal rural health network development grant from July 1, 2024-June 30, 2027. This includes years 2, 3 and 4 of a 4-year grant that began on July 1, 2023. The network partners include LHDs, critical access hospitals, rural health/physician clinics and a CAA. This is a position that pays \$37,500 for each of the remaining three years. A home office is required.

### Qualifications:

- MPH and/or MSN preferred.
- Prefer previous experience in a leadership position at a public health organization or a healthcare facility.
- Will consider business management degree with strong organization, communication and leadership skills
- A home office is required with working knowledge of accounting software such as QuickBooks and other common software programs.

### Responsibilities:

- The Program Director is responsible for all administrative, fiscal, and business operations of the CATCH Network.
- Work closely with the Project Director to facilitate grant goals.
- Is responsible for reporting into the HRSA Payment Management System in order to submit CATCH quarterly payment requests.
- Is responsible for collecting quarterly report information from CATCH Partners and making payments to them when funds are received from HRSA.
- Is responsible for coordinating the Grant Team meetings and activities to oversee the project's work plan, strategic plan, evaluation plan and other requirements of the grant.
- He/she will manage resources and oversee finances to ensure that the project progresses on time and on budget.
- Is responsible for contractual, financial, or other adjustments to align the developing project with the broader outcome goals.
- Will participate in grant meetings and E-Learning opportunities as needed.

Occasionally travel is required throughout the eastern part of Nebraska and to a National meeting. Travel will be reimbursed.

**Start Date:** July 1, 2024 - Prefer a contractor who can begin 30-60 days prior to July 1 for training purposes. Position open until filled.

**Email your cover letter, resume and bio sketch to:** [catchnetworks@gmail.com](mailto:catchnetworks@gmail.com)