



JOB DESCRIPTION

Position Title: Behavioral Health Program Associate

Employment Category: Full-Time

The Jewish Healthcare Foundation (JHF) is a grantmaking organization formed from the sale of Pittsburgh's Montefiore Hospital. It is the parent organization for three operating entities: the Pittsburgh Regional Health Initiative, Health Careers Futures, and the Women's Health Activist Movement Global (WHAMglobal). Together, these entities work to improve the delivery of health care, the education and preparation of healthcare professionals to deliver high value care, and the policy environment that supports healthcare performance excellence in Western Pennsylvania, state-wide, in the U.S., and internationally. Their collective mission is to produce systems of care that are as safe, reliable, equitable, efficient, and compassionate as possible. JHF entities are the recipients of significant national, state, and local grants to test better methods of healthcare delivery. In particular, their programs and projects advance, and then test, solutions to the safety and quality problems in health care by:

- Educating or coaching health professionals to use Quality Improvement methods
- Demonstrating better methods of delivering care through demonstrations and research
- Measuring, analyzing, and reporting on the outcomes of care
- Advancing evidence-based solutions through policy advocacy
- Convening experts regionally, statewide, nationally, and even globally to advance safety

Opportunity

The Jewish Healthcare Foundation (JHF) seeks an engaging and enthusiastic Behavioral Health (BH) Program Associate to join a cross-functional JHF team to provide support to JHF's multifaced behavioral health programs.

The BH Program Associate will support JHF's responsibilities of outreach and recruitment as well as training for the BH Fellows program, a workforce development and loan repayment program for frontline behavioral health workers in Allegheny County; support the planning and implementation of a statewide Child and Adolescent Behavioral Health quality collaborative (a new initiative), and support the ongoing programmatic work of the Adolescent Behavioral Health Initiative, which includes the PA Youth Advocacy Network and Teen Mental Health Collaborative.

This is a unique opportunity to support an improved behavioral health system in Pittsburgh and across Pennsylvania.

PRIMARY RESPONSIBILITIES:

The BH Program Associate is responsible for the following Job Duties (subject to change). Other items may be assigned from time to time, as needed.

- Serve as a member of the BH Fellows and adolescent behavioral health teams to help advance these programs, including both start-up activities and ongoing program activities.
- Help recruitment efforts for the BH Fellows program by conducting outreach activities with colleges and universities, existing staff of participating provider organizations, community organizations, and the broader community.
- Participate in the selection and review process for BH Fellows.
- Support the implementation of cohort based BH Fellows training, including coordinating logistics, communicating with fellows, designing, and facilitating select sessions, and compiling feedback from BH Fellows.
- Develop and support collaborative relationships with stakeholders and partners for the planning and formation of a statewide Child and Adolescent Behavioral Health Quality Collaborative.
- Help facilitate the working groups of the statewide quality collaborative by compiling meeting materials, notes, and researching policy and service delivery solutions.
- Support the work of the PA Youth Advocacy Network, including working with the team on an annual education series for high school youth to learn advocacy skills and ongoing opportunities for youth voice in policy change.
- Assist in the coordination of JHF's Teen Mental Health Collaborative, including identifying trainings opportunities, resources, and opportunities for collaboration across systems.

DESIRED EXPERIENCE AND SKILLS:

- Master's degree in social work, public health or healthcare administration or equivalent experience in behavioral health, health care, or a related field preferred.
- Experience working with communities with a strong understanding of health equity and social determinants of health.
- Clinical experience or training in mental health, social work, or a related field preferred.
- Familiarity with frontline behavioral health roles and responsibilities, and knowledge of behavioral health system preferred.
- Must be comfortable presenting to large groups with excellent presentation and communication skills, both verbal and written.
- Must be able to work independently and in a team environment.
- Must have excellent organizational and computer skills (e.g., experience with Microsoft Office Products). Demonstrated ability to multi-task and meet expectations across multiple projects.
- Experience working collaboratively to facilitate a group and bring stakeholders to a consensus is preferred.
- Experience with curriculum design and training facilitation is a plus.
- High level of judgment, decision making, discretion and integrity.

The employee must also model the values of respect, courtesy, generosity, teamwork, and a positive attitude.

GENERAL EXPECTATION:

As expected of all employees of the Jewish Healthcare Foundation, the successful applicant will abide by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the workplace. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

OFFICE LOCATION: EQT Plaza, 625 Liberty Ave., Suite 2500, Pittsburgh, PA 15222

Notes: The position is full-time and is currently a hybrid between remote and in-person.

MANDATORY VACCINATION POLICY:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation. The Jewish Healthcare Foundation has adopted this policy on mandatory vaccination to safeguard the health of our employees from the hazard of COVID-19. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine, and a booster vaccination. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as the Johnson & Johnson vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series, as well as a booster vaccination. All employees are required to report their vaccination status and to provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if applicable, their testing results.

Salary based on education and experience. JHF offers a competitive benefits package that includes full employer paid health insurance, paid vacation, and sick time.

To apply, please send a resume and cover letter to careers@jhf.org with the subject line: "BH Program Associate." Applications will be received on a rolling basis until the position is filled.