



Health Program Specialist I (full-time)

Job Description

Foundation Communities (FC) is a nationally-recognized nonprofit organization that provides affordable housing and the tools low- and moderate-income families need to increase their educational, health and economic standing.

Position: Health Program Specialist I (full-time)

Reports to: Director or Health Initiatives

Responsibilities:

- Develop and oversee the Health Initiatives (HI) databases, including internal and ETO databases
- Enter data into ETO and Excel databases for HI programs
- Monitor the accuracy of data entered into HI databases, including cleaning and coding of data
- Create a data entry system, distribute data assignments to the Data Specialist and HI team and ensure the accuracy of data entered
- Prepare Health Initiatives mid-year report, annual report, HI one pager, dashboard report and other reports as assigned by the Director of Health Initiatives
- Develop and oversee HI measurement, outcomes and evaluation of HI programs and projects
- Provide administrative coordination and onsite support for the Healthy Food Pantry Project and Blood Pressure Initiative
- Participate in the development of new and existing, projects, including conducting research, writing up of program pilots, and drafting protocols and procedures, as identified by the Director of Health Initiatives
- Stay abreast of national best practices and evidence-based research for new health initiatives
- Participate in the research and write-up of future grant opportunities
- Manage HI grants and prepare HI grant reports for mid-year and annual grant cycles
- Participate in the planning and implementation of health events across FC properties
- Prepare communications with other FC departments regarding Healthy Food Pantry Project and other initiatives
- Drive Health Initiatives cargo van to and from Central Texas Food Bank to FC food pantries
- Communicate needed van maintenance, operations, mileage log, refueling, repairs
- Attend health partnership meetings, seminars and conferences as identified by Director of Health Initiatives

- Maintain strong communication with the Director of Health Initiatives and HI team members, keeping HI Director included in all electronic communications with other FC departments and outside agencies
- Maintain a positive work environment and strive to build HI team collaboration
- Other duties as assigned by Director of Health Initiatives

Position Requirements

- Bachelors in Public Health, Social Work, Statistics or related field; Masters preferred
- Proficient in Excel
- Familiar with database management software
- Strong organizational skills
- Strong skills in research and evaluation
- Ability to manage multiple tasks and responsibilities
- Attention to detail, precision in data entry
- Ability to work independently and remotely
- Ability to drive a 15-seater, cargo van (training provided)
- Valid Driver's License and current Motor Vehicle Record (with no DUI's or critical at-fault accidents or moving violations within the last 5 years)
- Ability to lift 15-25 lbs
- Reliable and accountable
- Strong work ethic

While this job description covers the main responsibilities of the job, it is not intended to cover every aspect of the job, and other responsibilities may be assigned.

Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

Interested applicants, please send cover letter and resume to Andrea Albalawi, Director of Health Initiatives at andrea.albalawi@foundcom.org.