



## Job Title: Health Strategy Specialist

**This position reports to:** VP of Workforce Innovations

**Location:** Remote

### Job Summary

The Health Strategy Specialist (HSS) provides virtual and in-person training on Community Health Worker (CHW) core competencies, topics related to the health of minority and underserved communities, among other topics; consults organizations on developing and implementing CHW programs that support health equity, increased access to health care, services, and information for underserved communities; develops written resources on topics related to the health of minority and underserved populations; and presents educational sessions virtually and at in-person events. The position collaborates with partner organizations nationally and serves to advance the mission of the organization with a focus on the organization's national services. All work is driven by MHP Salud's Strategic Plan, policies, mission, vision, goals, and other key planning documents.

### Key Duties & Responsibilities

- Develop and facilitate education, including trainings, webinars, learning collaboratives, conference presentations, among others, related to public and minority health, the CHW workforce, CHW program development, etc. for national audiences through virtual and in-person delivery methods.
- Connect with national, regional, and local partners and identify opportunities for collaborations that advance the organization's mission.
- Develop written content for public dissemination on topics related to public health, minority health, Community Health Workers, etc.
- Represent MHP Salud at conferences, meetings, work groups, learning collaboratives, and other related initiatives.
- Serve as a member on assigned organizational memberships.
- Learn from CHW and community-based programs and apply best practices and strategies to training and consulting offered to clients.
- Conduct secondary research to gather information on health-related issues.
- Assess the needs of clients and develop strategies and recommendations that will support their services.
- In conjunction with team, ensure written content, training materials, and curricula are relevant, up-to-date, and reflective of industry best practices.
- Participate in the development of project work plans for grants and contracts.
- Monitor progress of projects to ensure compliance with timelines, deliverables, and funder requirements.
- Oversee budgets, evaluation and data analysis, and reporting for projects, including communication with funders.
- Work independently and on teams to complete assigned tasks

### Competencies



Competencies describe the skills, knowledge, and attributes necessary to perform the job, and all staff across the organization should demonstrate these competencies.

- **COMMUNICATION SKILLS** – The ability to express oneself clearly in conversations and interactions with others. The ability to express oneself clearly in business writing.
- **FACILITATION** – The ability to impartially guide a group with an overall goal of reaching consensus, solving problems, or accomplishing tasks.
- **INTERPERSONAL AWARENESS** – The ability to notice, interpret, and anticipate others’ concerns and feelings, and to communicate this awareness empathetically to others.
- **ACCOUNTABILITY** – Accepts responsibility for outcomes (positive or negative) of one’s work; takes ownership for mistakes or missteps and refocuses efforts when necessary; holds self and others accountable for reaching short and long-term goals.
- **LEARNING** – Readily absorbs and comprehends new information from formal and informal learning experiences; puts new knowledge, understanding, or skill to practical use on the job.
- **TEAMWORK AND COLLABORATION** – Participates as a member of a team to move the team toward the completion of goals; maintains strong, personal connections with team members and key stakeholders; aligns personal work and performance with the broader team to achieve mutual outcomes.

## Company Values

- **COLLABORATION** – We foster open and honest communication with our team and partners to advance the mission and strengthen our relationships.
- **RESPECT** – Our organization is strengthened by our shared commitment to each other, the communities we serve, and our thoughtful consideration of differing experiences and perspectives.
- **GROWTH** – We embrace our people’s unique talents and strengths, creating opportunities for them to explore their passions to be their best and grow authentically.

## Minimum Qualifications

- Bachelor’s degree
- Degree and/or relevant experience working in Public Health, Nursing, Social Work, Counseling, Community Health Worker certification or training, and/or related field.
- Minimum two years’ experience.
- Must pass a background screen, including local, state, and federal law check, employment reference check, DMV check, and criminal records check.

## Preferred Qualifications

- Reads, writes, and speaks in Spanish and English
- Bicultural experience gained through lived experience
- Curiosity about different cultures and experiences of communities other than one’s own
- Ability to facilitate professional training and educational sessions in both Spanish and English



- Knowledge and/or familiarity with community capacity building, advocacy, community-based work
- Knowledge of and/or experience with community health programs, low-income and/or underserved communities, promoting health equity, health center services

### Skills/Knowledge/Abilities

- Experience facilitating and teaching on topics related to health, community advocacy, workforce development, community building, etc.
- Excellent written and verbal communication skills.
- Experience utilizing software such as Microsoft Office (Word, Excel, PowerPoint) and comfortable learning new software required for the position.
- Reliable transportation, valid driver's license, and insurance required on vehicle used for work purposes (employee must be listed on insurance).
- Available to travel as needed.
- Experience and familiarity training and/or teaching adult learners.

<b>Job Class:</b>	Specialized Tech
<b>Position Status:</b>	Exempt

### Physical Demands

While performing the duties of this role, the employee is regularly required to speak and listen. The employee is frequently required to sit, walk, and stand; occasional climbing, stooping, kneeling, crouching, and balancing are required. Must be able to lift and move up to 50 pounds occasionally and 10 pounds frequently. Frequent use of eye, hand, and finger coordination enables the use of office machinery. Oral and auditory capacity enables interpersonal communication and communication through automated devices such as phones and computers.

The physical demands of this job are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Duties and responsibilities may be added, removed, or changed at any time at the company's discretion, formally or informally, either verbally or in writing.



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## Acknowledgment

I have read and understand this job description and certify that I am qualified to perform this job, with or without reasonable accommodation.

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Name (Print)

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Employee Signature and Date

Click or tap here to enter text.

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Supervisor's Name (Print)

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Supervisor's Signature and Date