

**Job Title**

Training & Implementation Specialist

**Reports To**

Affordable Health Communities Program Manager

**Job Overview**

The Training & Implementation Specialist role will be part of a cross-functional team responsible for successfully leading one or more of MyHealth's strategic projects and work streams in support of the Accountable Health Communities (AHC) Model.

The AHC model is a plan to support local communities in addressing the health related social needs of Medicare and Medicaid beneficiaries by bridging the gap between clinical and community service providers. Social needs include housing instability, food insecurity, utility needs, interpersonal violence and transportation.

**Responsibilities Include:**

- Serve as primary liaison and support for clinical delivery sites in activation and ongoing implementation of the AHC model and tools
- Help with recruiting and onboarding of clinical healthcare partners
- Provide training and end-user support for the project
- Serve as a liaison with social service resources in support of the AHC project and to create community partnerships
- Work with and support Community Health Workers/Navigators and Health Department employees in their work with beneficiaries
- Create documentation for future reference, training and support purposes
- Collaborate, as needed, with other AHC sites around the country for bi-directional learning
- Support the convening of the AHC Advisory Board and Operations Committee, including member outreach, agenda development, and tracking of follow-up action items
- Represent the program at various meetings
- Assess duplication of services and understand overlap with other community partners
- Assist with project meeting organization, agenda development, document organization, presentation creation and timeline management.
- Represent the program and/or the coalition at various local, state, and national meetings
- Serve as advocate for the AHC model in the health care community and the state Represent the program and/or the coalition at various local, state, and national meetings
- Position will be expected to travel approx. 50% of the time, during business hours, throughout the state.

**Preferred Requirements and Skills:**

- Bachelor's degree required, Master's degree preferred. Preferably in business, public health, social work, mental health or healthcare.
- 4+ years' experience in health care, business or a service delivery organization, either for-profit or non-profit.
- Experience organizing and facilitating meetings and trainings
- Experience with creating presentations, reports, proposals and training documents

- Experience with PowerPoint, Excel and Salesforce
- Ability to deliver detailed, complex business communications (written, presentation and oral)
- Report and grant writing experience desired
- Experience working in fast-paced and team-oriented delivery environment

#### **Other Duties**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

#### **AAP/EEO Statement**

MyHealth expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Other Duties this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

#### **About My Health Access Network:**

MyHealth Access Network is a 501(c)(3) non-profit organization offering physicians and patients the most effective, cutting-edge technology available in health care information. Patient care is improved because providers and specialists have direct access to one another to collaborate on patient care. Through a secure connection, providers are able to instantly access patient health information. MyHealth and its stakeholders also recognize the need to coordinate care with many different agencies, catering not only to a person's physical health but to all the social determinants of a more healthful life.

We believe the five rights of health information: Right patient, right provider, and right information at the right time in the right setting. We believe in the individual right to privacy and security and we value a healthy community.