



Job Description

Position Title	Supervisor	Salary
Director of the Bastrop County Accountable Community for Health	Executive Director	\$4,000-\$6,000

BASIC FUNCTION & RESPONSIBILITY: This position supports the work of Bastrop County Cares to bring people together to collaborate around large community challenges that no one organization can solve on its own to improve the conditions where our neighbors live, work, pray and play. The Program Director at Bastrop County Cares intentionally fosters a cause-centered culture that is welcoming and upholds its core values of Equity, Inclusion, Respect, Trust, Courage, and Kindness

CHARACTERISTIC DUTIES & RESPONSIBILITIES: The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

ADDITIONAL INFORMATION: This position is grant funded.

ESSENTIAL FUNCTIONS:

- Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
- Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success.
- Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within the area of responsibility.
- Manages the programs, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in the program; securing and scheduling the needed facilities; and creating and scheduling the classes, activities or events.
- Assume other duties, responsibilities and projects identified as needed by the employee and approved and/or assigned by the supervisor.

ESSENTIAL FUNCTIONS BY CATEGORY:

- (60 %) The Director of BCACH Accountable Health Initiative will address economic stability and implement the ACH Model that addresses the critical gap between clinical care and community services in the current health care delivery system based on various forms of local and state data by building a successful ACH rural model. Increase Community Engagement In order to strengthen economic growth. Create equity-based protocols for identifying, adding, removing

or replacing BCACH partners. Develops PLE (what is this?) opportunities and incentives for BCC coalitions, community residents, organizations, and leaders to connect and discuss community challenges and goals.

- (25 %) Ensures community learning and engagement programs align with the values of EDI (equity, diversity and inclusion) to address economic stability issues in Bastrop County through a historical and social justice lens. Collaborates within and beyond community organization to foster a just and equitable organizational culture and cross-movement collaborations that ensure accessibility and belonging for all community members including the underserved, underemployed and underrepresented.
- (15%) Direct, monitor and coach BCACH CHWs. Assign, supervise and evaluate the work activities of CHWS. Supervise their work schedules to ensure community access for resources and services. Regularly provide CHWs with information, support services, resources, access to training and/or trauma-informed information.

Professional Growth and Development:

- Participate in professional development that increases effectiveness and improves agency initiatives

Leadership competencies:

- Volunteerism
- Communication & Influence
- Program/Project Management
- Developing Self & Others

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of non-profit organization, operations, and administrative policies
- Ability to multi-task numerous complex administrative activities
- Highly proficient skills in word processing, and file maintenance
- Excellent interpersonal, organizational and communication skills
- Requires good mathematical skills. Ability to evaluate data and statistics and translate into a format which meets the needs and requirements of the administration and department
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Ability to initiate and complete projects and programs
- Ability to research, compile, analyze and report data clearly

ENTRY QUALIFICATIONS: High school diploma or GED.

PHYSICAL & MENTAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually moderate.

ENVIRONMENTAL FACTORS:

- Work is normally performed in a typical interior office work environment with little or no exposure to physical risk.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Interested applicants please email resume to Veronika@bastropcares.org