Vacancy Announcement:
Director, Northern Highland Area Health Education Center, Inc.

Northern Highland Area Health Education Center, Inc. (NH) is a non-profit 501(c) 3 organization serving an 11-county region in the northeastern corner of Wisconsin. NH is one of seven regional centers within the Wisconsin AHEC system. Through statewide initiatives, partnerships, and collaborations, the centers serve their respective regions and the state, promoting cooperative solutions to local health care challenges. AHEC programs involve such activities as:

- Recruiting middle school and high school students into health careers,
- Providing community-based training opportunities for health professions students,
- Offering professional development programs for providers, and
- Extending health promotion programming to consumers.

The NH service area includes 19% of the Wisconsin land area among eleven counties: Florence, Forest, Langlade, Lincoln, Marinette, Menominee, Oconto, Oneida, Price, Shawano, and Vilas. Ten of these counties are designated as Mental Health HPSA’s, nine contain Primary Care HPSA’s and eight are classed as Dental HPSA’s. The combined population of the eleven NH counties exceeds the state average of persons aged 65+ by more than 5%. The percentage of persons living below poverty in the NH territory also tops the state average. The NH region is home to five Native American communities—the Sokaogon Mole Lake Chippewa, the Forest County Potawatomi, the Lac du Flambeau Band of Lake Superior Chippewa, the Stockbridge-Munsee Band of Mohican Indians, as well as the Menominee. Headquarters for the Great Lakes Inter-Tribal Council, which represents these and other tribes across the state, is based in Lac du Flambeau.

While the Northern Health Centers clinic in Lakewood stands as the sole community health center within the NH service area, there are two additional health care delivery facilities operated by Family Health Centers of Marshfield. The NH region is also served by seven rural health clinics and eight Critical Access Hospitals.

Medical centers located in Rhinelander, Shawano, and Minocqua serve as host sites for the UW medical student fourth-year preceptorship, while other area communities provide clinical experiences for UW Primary Care Clerkship students. There is a single two-year UW campus in Marinette, but no four-year UW institutions. And there are four Wisconsin technical colleges that serve the NH region. For example, the College of the Menominee Nation in Keshena offers a pre-BSN program in conjunction with several UW campuses outside the NH region. Nicolet Area Technical College in Rhinelander offers seven different programs in the health sciences, including nursing, medical assistant, and several other technical career tracks.

Location:
While the current NH headquarters is based in Marinette, the office could actually be located anywhere in the NH territory. The NH Director position requires frequent travel within the eleven-county region and occasionally to outside locations for state and national meetings. The NH Board of Directors is open to considering a job applicant’s proposal for establishing a home-based office at any location within or adjacent to the eleven-county NH territory.

Position:
The NH Director serves as chief executive and reports to the NH Board of Directors. The NH Director is responsible for planning, organizing, directing, controlling, and evaluating all administrative, fiscal, personnel and operational functions, and has primary responsibility for managing program activities of the Center. The NH Director also serves as the center’s liaison with community and institutional partners, including funding sources, health care organizations, educators, project partners, governmental agencies, and the Wisconsin AHEC System. While the starting date is expected to be 30 days from the candidate’s notification of selection, the actual starting date is negotiable.
Essential Job Functions:

1. Collaborate with the NH Board of Directors on developing a strategic plan that reflects the mission, goals, and objectives of AHEC.

2. Secure and administer NH funding resources. Prepare an annual NH budget, control and account for expenditures, and present quarterly financial reports to the NH Board.

3. Provide leadership in planning, organizing, directing and controlling fiscal, human, and other resources toward implementing the NH strategic plan.

4. Develop systems and procedures for tracking, documenting, reporting, and evaluating NH operations and program accomplishments.

5. Manage, track, and report on student programs including k-12 health careers outreach activities that involve delivering classroom presentations, promoting HOSA chapters, and conducting other initiatives for recruiting students and guiding them toward health careers.

6. Establish and sustain cooperative relationships with allies and partners in public health, health care organizations, school systems, and the Native American community.

7. Represent NH at meetings and events on local, state and national levels.

8. Communicate NH activities and accomplishments to legislators, organizational partners, and the community at large. Serve as chief NH spokesperson.

9. Plan and conduct quarterly Board meetings, and maintain ongoing communication with the NH Board of Directors.

10. Execute and monitor written agreements with partnering organizations, as appropriate. Prepare regular financial and operational reports as required by the NH Board of Directors and the Wisconsin AHEC Program System Office at UW-Madison.

11. Develop, implement, and evaluate a regional marketing plan.

12. Perform other duties as directed by the NH Board of Directors and the Wisconsin AHEC Program Office.

Other Job Duties:
Establish and sustain relations with regional partners and stakeholders for advancing AHEC goals.

Physical Demands:
Requires frequent travel within the NH region, as well as occasional travel around Wisconsin and a few rare out-of-state trips.

Performance Requirements (Knowledge, Skills, and Abilities):

1. Demonstrated ability in verbal and written communication, along with interpersonal skills for dealing effectively with others in advancing the goals of NH and directing its programs.

2. Experience in grant proposal writing and in developing, delivering, and evaluating information and education programs, especially as they relate to health.

3. Awareness of state and federal laws, policies, agencies, and programs that affect AHEC.
4. An understanding of nonprofit organizational operations, along with the rules and procedures governing the administration of state, federal, and grant funding.

5. Demonstrated ability to administer government or grant-supported programs, and to develop program proposals for funding.

6. Leadership experience at planning, organizing, staffing, directing, controlling, reporting, and budgeting for an organization.

Working Relationships:
The NH Director takes guidance from and reports to the NH Board of Directors. The NH Director also coordinates with the Wisconsin AHEC statewide Board of Directors and the AHEC System Program Office at the UW-Madison. Also critical to the operational success of its programs are the NH Center’s ongoing alliances and partnerships with area school systems, regional health care organizations, Native American associations, technical colleges, county public health offices, and the various community health groups that strive to advance such causes as mental health and long term care. The NH Director needs to establish and maintain collaborative, enduring relationships with such allies within the NH region.

Minimum Required Qualifications;
Education:
A degree in some area of health, education, or administration, such as Public Health, Education Studies, Health Science, Public or Health Administration, Community Development, Business, Management, or an allied discipline. Bachelor’s degree is required; Master’s or other advanced degree is preferred.

Work Experience:
1. A minimum three years of relevant administrative or professional experience.
2. Experience in managing group relations and programs involving government or nonprofit agencies; health, educational, or other service organizations; and consumers/end-users.
3. Experience in planning, developing, delivering, and evaluating health and/or educational programming.
4. Experience in managing organizational operations. A basic understanding of and a facility with using information technology.

Desired:
1. Experience in delivering health or educational services.
2. Experience in designing, implementing, and managing health or educational programs.
3. Experience in organizational leadership.

Licensing:
None required

Salary and Benefits:
Full-time starting salary of $57,000-$62,000, depending upon qualifications and experience. Health insurance and retirement package included, though terms of which are negotiable. Later pay adjustments will depend on performance and success in developing NH resources and programs through new grants, contracts, and regional partnerships.

How to Apply:
Applicants are invited to email a cover letter and resume by April 4, 2016, to NH Director Mark Scully at: mscully@wisc.edu