



EMPLOYMENT OPPORTUNITY

“MOVES” MOBILE HEALTH CLINICS PROGRAM MANAGER

Title:	Program Manager
Reports to:	Associate Director of Programs
FLSA Status:	Exempt
Position Status:	Regular, Full Time, Salary
Starting Wage Range:	\$76,149.22 - \$95,186.52 per year (The selected applicant's starting wage will be determined based on the applicant's educational background, relevant experience, and tenure within the organization, in alignment with internal equity considerations.)
Effective Date:	October 1, 2025
Primary Location:	Hybrid; 75% from a home office, and 25% “in the field” traveling to different worksites to visit teams.
Required Travel:	Up to 50% of the time within Los Angeles County, with the ability to travel to multiple locations in a single day.
Schedule:	Typically Monday-Friday with some evening and weekend work as required to meet program objectives.

Position Summary

Under the direct supervision of the Associate Director of Programs, the MOVES Program Manager is responsible for overall program management including planning, execution of the process objectives, program deliverables, and reporting. The Program Manager will also supervise the day-to-day activities of the program staff, coordinate with internal departments, external entities, community members, and act as the liaison for programmatic matters.

Visión y Compromiso (VyC) aims to create meaningful change for vulnerable populations, by leveraging mobile vans and community partnerships. The MOVES Program will bring health care services and social supports to where people live, learn, work, play, and worship. VyC will use geocoding to target areas with higher social vulnerability to enhance health care quality, increase access, and improve health outcomes.

How to Apply

Applications will be open August 27, 2025, until the position is filled. Please submit resumes and questions to Melinda Cordero-Barzaga at melinda@visionycompromiso.org.

Essential Functions, Duties, and Responsibilities

Strategic Planning

- Lead the planning and execution of community-based mobile health initiatives by aligning with grant requirements and organizational priorities.
- Oversee the planning and analysis of community assessments to identify the health and social needs of the program's focus populations, and to inform strategies that expand services in response to emerging needs.
- Build and strengthen partnerships with healthcare providers, public agencies, community-based organizations, and local stakeholders by leading outreach strategies, representing the mobile unit program in community forums, and negotiating collaborative agreements to expand services and resources for underserved populations.
- Collaborate in the implementation of an effective internal and external referral system to ensure timely follow-up with all community members seeking services.
- Manage and support the design and implementation of health and education campaigns targeting racial/ethnic minority, and underserved populations.

Direct Supervision

- Ensure that all assigned staff are delivering services in a professional manner and in accordance with all departmental and organizational policies and procedures.
- In consultation with Human Resources and the Associate Director of Programs, coach and correct staff as needed. Thoroughly document all corrective actions, including verbal discussions of concerns. Assist HR and Management in preparing documentation required for further corrective action (e.g. second written discussions of concerns and terminations), with recognition that the Manager's suggestions and recommendations as to the hiring or firing and as to the advancement and promotion or any other change of status of other employees will be given particular weight.
- Monitor staff members' performance on an ongoing basis sufficiently to determine whether their performance in their jobs aligns with the Organization's professional expectations and all departmental and organizational policies and procedures. Quickly and thoroughly identify and correct all areas of concern.
- Regularly, supportively, and-when-ever possible-confidentially discuss both positive and negative appraisals of individual staff members with them. Provide concrete suggestions for improving areas of negative performance.
- Work with case management and outreach staff to address areas of growth and to recognize and develop strengths.

- Ensure clear, measurable, and achievable goals are established for each position and staff member reporting to you. Discuss those goals and staff members' progress toward them (or lack thereof) with each staff member individually.
- Assist the Associate Director of Programs in recruitment of all project staff, with recognition that the Manager's suggestions and recommendations as to the hiring of other employees will be given particular weight.
- Ensure mobile unit staff and volunteers are properly trained, equipped, and supported.
- Under the direction of the Associate Director of Programs of and in consultation with HR, develop and implement new job descriptions for assigned positions when appropriate.
- Conduct formal performance reviews of assigned staff at least annually.
- Assist in resolving organizational concerns when needed.
- Conduct check ins with assigned staff at least weekly.
- Participate in and meaningfully contribute to outreach with assigned staff monthly.
- Facilitate case conferencing and support staff with clients that require intensive assistance.
- Work collaboratively with assigned staff to ensure project data complies with VyC data standards.
- Strategize, set, and monitor staff schedules in alignment with the goals and priorities set by the Department Director. Review and approve or decline timesheets, time off requests, meal waivers, and expense requests within the policies and procedures set forth by the Finance Department and HR.
- Assist Management in assessing staff requests for Leaves of Absence.
- Monitor staff expenses and approve regular expense reports in alignment with the guidelines set by the Associate Director of Programs. Assist Management in assessing staff requests for large expense reimbursements (see Associate Director of Programs for details), and in strategizing departmental budgets.
- Regularly remind staff of the Organization's values, goals, and expectations, and ensure staff are adhering/contributing to all.

Mobile Unit Management

- Implement and coordinate clinical mobile preventive social care and healthcare delivery efforts, including screenings, immunizations, and social and health education
- Oversee daily operations of the mobile unit, ensuring effective coordination of services and activities
- Develop processes for scheduling, logistics, and resource allocation to maximize service reach and efficiency.

Grant Management

- Plan and coordinate a programmatic work plan that aligns with the proposed budget and with grant requirements.
- Oversee the implementation of the program including deliverables, process objectives, and reporting.
- Monitor and ensure compliance with grant requirements.
- Support Programmatic planning efforts to align goals and maximize impact including mobile unit management and training, program development, and community outreach.
- Attend meetings with funders.
- Ensure the project maintains accurate, up-to-date records and files on all program activities conducted in coordination with the Data Analyst or designated employee, including any documentation applicable to the requirements for eligibility and compliance with the activities.
- Maintain consistent communication with the direct supervisor regarding all pertinent activities assigned.

Compliance and Goal-Meeting

- Monitor and ensure the program's compliance with all health regulations, and organizational policies.
- Consistently meet all assigned productivity and outcome goals
- In all activities, comply with all contracts, funder requirements, and VyC procedures and policies.
- Meet or exceed all goals and requirements established by management for this position.

Additional Duties

- Provide support to other departments as needed.
- Attend all scheduled meetings with the project team, as needed.
- Represent VyC at meetings or trainings with the sponsoring entity, as requested by management.
- Work with vendors, contractors, and consultants to achieve departmental goals, as needed and available
- Provide general and administrative support to management and designated staff as requested.
- Other duties as assigned.

The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Required Competencies

Education

- Bachelor's degree in public health, public policy, social work, or a related field.

Experience

- **Implementation/Management in Underserved Communities or Grant-Funded Programs:**
 - At least 1 year of experience implementing public health or social programs in underserved communities **OR**
 - At least 3 years managing grant-funded public health or social service programs.
- **Program Oversight:**

- Minimum of 3 years providing programmatic oversight, including operations, monitoring, reporting, assessment, and implementation in underserved communities.
- **Community Engagement:**
 - At least 1 year Experience in social services planning and building connections to community resources, particularly within Los Angeles County.
 - Strong track record of community engagement, partnership building, and reporting for funders and stakeholders.
- **Program Management:**
 - Demonstrated experience in program budget oversight, funding compliance, and management.
 - Experience coordinating healthcare services through health institutions such as Federally Qualified Health Centers (FQHCs).

Skills

- Project management skills, including the ability to oversee multiple tasks, timelines, and deliverables.
- Budget management skills to plan, monitor, and report on program expenditures.
- Familiarity with business development and fundraising strategies and best practices to support program sustainability.
- Data oversight skills, including collection, management, analysis, and reporting for funders and stakeholders.
- Ability to collaborate closely and across all VyC departments with a wide range of staff, community members, partner agencies, and funders.
- Understanding of the Promotora Model or other community leadership models and its role in creating health equity in communities in Los Angeles, California, nationally and internationally.
- Attention to detail, organizational abilities, and effective establishment of priorities.
- Strong analytical and critical thinking skills to evaluate data, identify gaps, and improve program effectiveness.
- Demonstrated human-centered supervision, leadership, coaching, and mentoring skills.

Language Skills

- Demonstrated verbal and written communication, presentation, and interpersonal skills.
- Ability to effectively manage conflict, strong negotiation skills.
- Ability to read, analyze and interpret complex reports, procedures, or regulations.
- Ability to complete reports and write business correspondence.
- Ability to effectively present information and respond to questions from individuals, groups, and the general public.
- Because of the population served, **the ability to read, write and speak fluently in both English and Spanish is required.**

Computer Skills

- Confident and effective computer skills in Microsoft Office Suite (Word, Excel, PowerPoint), Google Suite (Drive, Gmail, etc.), Zoom and/or other virtual meeting platforms for the purpose of:
 - Presenting information (PowerPoint presentations, training videos, and audio files).
 - Connecting with individuals/groups using virtual platforms.
 - Collecting, entering, tracking, and analyzing data.
 - Budget management.
 - Sending and receiving emails.
 - Calendar scheduling.
- Comfort using and learning new technology.

Certificates, Licenses, and Registrations

- Valid Driver's License or the ability to utilize a reliable alternative method of transportation when needed to carry out job-related essential functions.
- Valid automobile liability insurance required if driving.

Preferred Competencies – Nice to Have

- 1-3 year of experience managing mobile unit programming or mobile health initiatives.
- Knowledge of Medi-Cal/Medicare systems.
- 3 years of experience with business development or social enterprise initiatives to strengthen program sustainability.

Physical and Mental Demands

- Must be able to
 - remain in a stationary position up to 50% of the time.
 - move about in work environments outside the home or main office up to 50% of the time.
 - detect incoming visitors, recognize stakeholders, and inspect printed paperwork.
 - reason logically and make sound decisions, to consider alternative and diverse perspectives, to communicate effectively both orally and in writing, to remain poised under all circumstances, and to interact effectively with people in a positive manner that engenders confidence and trust.
 - complete multiple tasks without loss of efficiency or accuracy, including the ability to perform multiple duties from multiple sources.

- work and sustain attention with distractions and/or interruptions.
- maintain regular attendance and be punctual.
- understand, remember and follow verbal and written instructions.
- complete assigned tasks without direct supervision.
- exercise independent judgment and make decisions.
- perform under stress and/or in times of urgency.
- perform in situations requiring speed, deadlines, or productivity quotas.
- Constantly operates a computer, smart phone, and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with community members, colleagues, community partners, and other stakeholders. Must be able to exchange accurate information in these situations.
- Frequently moves outreach equipment weighing up to 20 pounds across worksites, into and out of vehicles, and in the community for various class and event needs.
- Occasionally moves about inside home office to access file cabinets, office machinery, etc.
- Occasionally works in outdoor weather conditions.

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.

Work Environment

- This job operates primarily remotely from an approved remote or home office, with frequent travel to and work within local offices, community centers, hotels, or conference centers.
- 25% of time traveling around neighborhoods and mobile clinic sites.
- The noise level in these various work environments is typically quiet to moderate

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity & Non-Harassment

Visión y Compromiso is an Equal Opportunity Employer and does not discriminate on the basis of race, sex, gender identity, sexual orientation, ethnicity, religion, national origin, age, disability, veteran status, or on any other basis prohibited by law.

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