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**SPECIAL OLYMPICS**

**Healthy Communities Project Manager Position Description**

**Summary:**

Through Special Olympics Healthy Athletes®, more than 1.4 million free examinations have been provided to people with ID in seven health disciplines since 1997. Healthy Athletes provides health education and, for some Special Olympics Programs, connects athletes with follow-up health services or professionals. Healthy Athletes also has trained more than 120,000 healthcare professionals on how to treat people with ID. Through this work, SOI has amassed the world’s largest data set on the health status of people with ID. However, while Healthy Athletes has successfully served as a tool for educating healthcare professionals and collecting data that call attention to the needs of our athletes, it has only to a limited extent, connected athletes to treatment and health services. Further, the training of healthcare professionals is limited to the seven Healthy Athletes disciplines. This gap highlighted a need to provide quality year-round health care and access to follow up services at the community level.

To address the limitations of the current program, in July 2012, Special Olympics International (SOI) partnered with Tom Golisano and Center for Disease Control (CDC) to expand health services for people with ID in an effort to reduce the disparities that exist in their access to health services and health status. Healthy Communities was initially launched as a pilot in 2012 in an effort to incorporate year-round health programming into all aspects of the Special Olympics (SO) experience, including an enhanced focus on creating linkages to community care and wellness providers, improving health information systems, and engaging the SO network of families, coaches, and peer athletes in supporting athlete health and well-being.

Based on the success of the Healthy Community pilot sites and the knowledge gained, Special Olympics is expanding the model to other Special Olympics Programs throughout the movement. In November 2014, the Healthy Communities model was launched as a recognition program for SO Programs which achieve certain health criteria focused on improved access to follow up care and ongoing health and wellness opportunities. In 2016, with the recent commitment of $25 million from Tom Golisano and ongoing support from CDC and other partners, Special Olympics will undertake an ambitious plan to expand the Healthy Community model to 100 Programs and in the process make health inclusive for people with ID globally by changing curriculum, training health care professionals, influencing policy, advocating for inclusive health programming, building partnerships for follow up care and harnessing the power of the Special Olympics Movement to build awareness.

**Position Summary:**

The Project Manager, Healthy Communities, has overall stewardship, operational, and strategic responsibilities for meeting the Healthy Community criteria for their Program as established by Special Olympics International. The position is associated with the Special Olympics Healthy Athletes program, which provides health assessments, education, services, and care at clinic events to Special Olympics athletes globally.

The ideal candidate will be comfortable in a role that blends partnership management, collaborative development, and program planning with basic operational and logistical responsibilities required to ensure plans are well executed.

**Primary Responsibilities:**

**Project Development and Management (50%)**

* Working closely with Special Olympics **(insert Program name)** and Special Olympics International, develop a Healthy Communities Project Plan outlining the objectives, activities, performance measures, timeline, and budget needed to achieve the Healthy Community criteria and to support the SOI global strategic health plan and vision of inclusive health for all people with intellectual disability;
* Serve in an operational role in implementing the activities outlined in the plan, managing the budget, all on-the-ground operations and liaising with the various departments of Special Olympics **(insert Program name)** where needed for support and integration with other functional areas;
* Working closely with the Regional Healthy Athletes Manager, Clinical Directors, and other key stakeholders such as athletes and families, pilot new SOI programming within the Program in an effort to meet the Healthy Community criteria.Foster learning and innovation for the Project by implementing regular review and reflection cycles including participation in conference calls with Special Olympics International and other Healthy Community project teams;

**Development and Management of Stakeholder Relationships (25%)**

* In coordination with the senior staff, develop and manage partnerships at a national/state level with key stakeholders from the government, NGO, academic and private sector to foster collaboration and support for the project;
* Effectively engage all partners in the planning and implementation of the project including athletes to create inclusion, clear delineation of responsibilities and effective coordination;
* Promote the Project among the health community through participation in relevant workshops, conferences and committees.

**Project Sustainability (10%)**

* Provide support to Special Olympics **(insert Program name)** in regards to grant writing, fundraising and partnership cultivation to bring new resources that support the projects sustainability;
* Develop a strategy to allow for the sustainability of Project outputs at the end of the funding period.

**Project Reporting and Financial Management (10%)**

* Ensure high level of accountability through clear and consistent communication and reporting on Project implementation and status of criteria necessary for achieving or maintaining recognition as a Healthy Community through completion of required reports and presentations to Program staff and Board on key performance measures;
* Share programmatic successes via social media and other SOI communications tools;
* Maintain fiscal responsibility for the project by developing and monitoring a budget, ensuring expenses are within budget spending parameters and financial reports are submitted in a timely manner in coordination with the finance department;
* Monitor and forecast budget requirements;

**Evaluation and Risk Management (5%)**

* Participate in SOI monitoring and evaluation efforts by collecting and providing data on performance measures and objectives related to the Healthy Communities criteria and facilitating data collection and site visits by SOI program evaluation team.
* Identify, monitor and respond to risks to Healthy Communities success.

**Note**: Links to the Healthy Community Project Planning Template, Tracking Tools and online reporting tool can be found at: <http://resources.specialolympics.org/Taxonomy/Health/Healthy_Communities_Resources_Center.aspx>

**Required Qualifications:**

* Education background matching the needs of the position;
* Sound technical knowledge of health sector service delivery including an understanding of the main health systems challenges for people with intellectual disability.
* Demonstrated high-level skills in designing, appraising and evaluating assistance to improve health outcomes for vulnerable populations.
* 5-7 years of experience in health program planning and implementation, with a particular focus on implementing multi-year projects through collaboration with a range of partners;
* Experience creating new outcomes-oriented programming that is tied to clear objectives and performance measures, with demonstrated success in achieving those outcomes;
* Experience stewarding partners and successfully engaging them in planning and operations while creating solutions to address competing priorities of various stakeholders;
* Strong communication, interpersonal and influencing skills, including a demonstrated ability to build and maintain networks, provide advice and communicate effectively in English (both in writing and verbally) on sensitive issues with professionally diverse range of stakeholders;
* Ability to travel frequently within in the Program area;
* Ability to work evenings and weekends to staff healthy communities activities that often do not take place during regular work hours;

**Desirable Qualifications:**

* Proficiency in managing information systems and databases relevant to program development.
* Understanding of and/or experience in advocacy issues to do with the rights of people with disabilities.
* Experience working with people with disabilities and knowledge of the Country/State network of organizations in the disability and health sectors.
* Ability to work independently while integrating and working effectively with the local Special Olympics team.
* Ability to think laterally, challenge accepted approaches, come up with innovative solutions and implement improved work practices.