



## JOB DESCRIPTION OVERVIEW GRANT PROGRAM MANAGER

**Quality Care Health Foundation is looking for a self-starter to implement a statewide grant program focused on increasing the certified nurse assistant workforce in California. Be part of an exciting experience to help develop the needed workforce for California's nursing homes.**

**POSITION DESCRIPTION:** Working with the Executive Director of the Quality Care Health Foundation (QCHF), the Grant Program Manager is responsible for the development, implementation, management, and oversight for a new project called the *Certified Nurse Assistant Program (CNAP)*. CNAP is a five-year project focused on increasing the certified nurse assistant workforce in California and funded by the state. This role is pivotal for helping skilled nursing homes develop their incumbent workforce, as well as developing a pipeline for a future workforce.

### **PRIMARY RESPONSIBILITIES:**

1. Develop the work plan for implementing grant components.
2. Coordinate and oversee subcontractors, consultants and services.
3. Cultivate and develop relationships with skilled nursing home employers, and identify network of appropriate and comprehensive support services needed in communities.
4. Establish effective financial systems, documentation management, policies and procedures.
5. Manage the budget, verify invoices, and allocate expenses accordingly.
6. Act as primary liaison to grant funding agency, and other stakeholders.
7. Serve as subject matter expert on workforce development activities, provide education and conduct presentation statewide.

### **KNOWLEDGE, SKILLS AND EXPERIENCE**

- Bachelors of Arts or Science degree or equivalent work experience
- At least 3-4 years related work experience with supervisory/managerial experience.
- Ability to initiate and manage work independently and be a self-starter.
- Strong organizational, data and document management skills.
- Supervisory or management experience.
- Excellent written and verbal communication skills, including presenting to large groups.
- Strong computer skills – Microsoft Office and use of spreadsheets.
- Travel within California 10-25%.

### **Additional experience desired:**

Knowledge or familiarity with workforce development, long-term care, grant administration, program/project management. Understanding regulatory requirements that govern training programs for certified nurse assistants would be helpful.

**SALARY RANGE:** \$65,000 – \$85,000 / year

**BENEFITS:** Health, dental, life, 401(k), paid time off (PTO), designated holidays, hybrid work schedule.

**POSITION DURATION:** This position is 100% grant-funded and the position will likely terminate at the end of the funding period, which is scheduled for **December 31, 2027**.

**CONTACT:** Include cover letter with resumé to [rcfujisawa@cahf.org](mailto:rcfujisawa@cahf.org).

*Quality Care Health Foundation (QCHF) is a non-profit foundation affiliated with the California Association of Health Facilities (CAHF), providing valuable education, training and resources for the long-term care profession in the state.*