

Special Olympics Washington



Special Olympics Washington – A CATALYST FOR INCLUSION!

What if you could...

- Join a winning team
- Work & play with the best
- Make a meaningful difference in the lives of people with intellectual disabilities
- Have a hand in shaping the future of the organization

All this and more awaits you at Special Olympics Washington!

We are the leader in sports, inclusive health and community building, empowering children, and adults with intellectual disabilities to be valued on and off the playing field.

We are seeking people who...

- Are mission-driven
- Thrive in a fast-evolving culture
- Believe people of all abilities deserve to have a full and meaningful life

Current Opening...

Position: Health Program Manager #2	Location: Seattle, WA (HQ)
Department: Health	Salary Range: \$50,000 to \$60,000 depending on experience
Reports to: Director of Health Programs	Benefits: Medical, vision, dental, life and disability insurance; 403(b) retirement plan; and vacation/sick time based on qualifying dates

To Apply: Email letter of interest and resume to erichardson@sowa.org indicating position title in the subject line. No phone calls please.

Our Commitment to Inclusion, Diversity, Equity, and Access:

Special Olympics Washington commits to building an inclusive, diverse, equitable and accessible community that empowers individuals with and without intellectual disabilities to celebrate their similarities and differences. Through our programming, we foster a community of belonging and inclusion for all.

Job Summary

The Health Program Manager at Special Olympics Washington plays a crucial role in managing and implementing a variety of health programs and events across the state. This position involves planning and coordinating health screenings, supporting fitness and wellness programs, and training health professionals to better serve individuals with intellectual disabilities. The ideal candidate will excel in event management, data coordination, and volunteer engagement, with a strong commitment to addressing health disparities faced by the intellectual disability community. This hybrid role requires collaboration across departments, innovative problem-solving, and an understanding of health disparities impacted this populations.

Health Screening Event Management & Volunteer Engagement (35%)

- Work cross-departmentally to identify health screening opportunities in local areas, at competitions, and virtually.
- Work closely with constituents from partner organizations, and key volunteers to arrange onsite/virtual activation and event coordination for screenings.
- Complete and monitor your respective grants, budgets and required financial reporting.
- Work closely with Special Olympics North America (SONA) and International (SOI) to uphold grant and data reporting requirements.
- Work closely with Special Olympics North America (SONA), International (SOI), and volunteer to team to manage onboarding and training for new volunteers and Clinical Directors Volunteers.
- Develop a recruitment plan for Clinical Director Volunteers across all eight screening disciplines and eastern regions of the state.
- Ensure the New Clinical Director and Health Volunteer pipeline is maintained.
- Arrange event logistics such as clinical supplies, volunteer meals, facilities rentals, athlete recruitment, registration, incentives, and lodging for each screening.
- Work closely with Volunteer Manager to recruit, train, and supervise health screening event volunteers with input from Clinical Directors.
- Work closely with SOI's research team to collect and enter health data after each screening event.
- Manage and optimize Open Medical Record System and Athlete Registration System for digital health data entry and Follow Up Care tracking.
- Follow up with all health screening participants to ensure all referrals receive follow-up care.
- Work with Director of Health Programs and Development to team to identify and foster partnerships to strengthen individuals with IDD's access to care.

Fitness Program Support (25%)

- Manage and optimize Open Medical Record System and Athlete Registration System for digital Healthy Athletes data entry and Follow Up Care tracking.
- Produce ongoing Health Impact data reports and quarterly Healthy Athletes data reports and assist with the production of SOWA's annual Health Impact Report.
- Work closely with development team to leverage health data in community and corporate partnership building and fundraising.

Health Program Athlete Leadership and Advocacy (20%):

- Work with coaches and athlete leaders to recruit participants for health related Athlete Leadership opportunities.
- Host health related athlete leadership trainings.
- Manage health related athlete leaders.
- Ensure that health related athlete leaders stay engaged and being utilized by programs and given opportunities.

Inclusive Health Training Delivery (10%):

- Develop and implement a comprehensive Inclusive Health Trainings for volunteers, Clinical Directors, and partner organizations, emphasizing the unique needs and considerations for individuals with intellectual disabilities.
- Collaborate with partner organizations, medical schools, and healthcare providers to deliver specialized training, materials, and resources on inclusive health practices.
- Foster relationships with partner organizations (medical schools, healthcare providers) and lead training on inclusive health practices.
- Assess the effectiveness of training programs and make continuous improvements based on feedback and evolving best practices.
- Work closely with SOI and SONA to stay informed about the latest developments in inclusive healthcare training opportunities and integrate relevant updates into SOWA's training programs.

Cross-Collaboration and Support (10%)

- Work closely with other departments to integrate inclusive health practices into broader organizational strategies.
- Support the development and execution of joint programs and initiatives with a focus on inclusivity, sustainability, and growth.
- Drive grant success through innovative ideation, reporting, and delivering outcomes in line with grant deliverables.
- Engage in regular communication and coordination meetings with various departments to ensure constructive collaboration in organizational efforts.
- Share insights and data to contribute to the overall improvement of inclusive health initiatives across the organization.

Minimum Requirements

- Bachelor's degree, background in public health, disability, or related field preferred;
- Sound technical knowledge of health sector service delivery, including an understanding of the main health systems challenges for people with intellectual disability;
- Effective communication, interpersonal and influencing skills, including a demonstrated ability to build and maintain networks, provide advice, and communicate effectively on sensitive issues with professionally diverse range of stakeholders;
- Experience in health program planning and implementation, with a particular focus on implementing multi-year projects through collaboration with a range of partners.
- Ability to think laterally, challenge accepted approaches, produce innovative solutions, and implement improved program practices.

- A professional acumen to be able to meet deadlines and establish priorities.
- Proficiency in managing information systems and databases relevant to program development.
- Ability to work evenings and weekends to staff Healthy Athletes community events that often do not take place during regular work hours.

Desirable Attributes

- **Strong Communication Skills:** Excellent verbal and written communication abilities to effectively collaborate with diverse stakeholders, including volunteers, Clinical Directors, partner organizations, and internal teams.
- **Organizational and Time Management Skills:** Exceptional ability to manage multiple projects simultaneously, prioritize tasks, and meet deadlines.
- **Problem-Solving and Innovation:** Creative thinking and the ability to develop and implement innovative solutions to enhance program effectiveness and address challenges.
- The ideal candidate is located in Eastern Washington and has the ability to travel.

Equal Opportunity

Special Olympics Washington is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status.