

Position Title: SASH Health Systems Educator

Date: January 2022

Reports To: SASH Operations Manager

Location: Main Office

1. **Position Summary:**

Key education and training position, focused on Hypertension control care coordination protocols, as part of the statewide administration office for SASH within Cathedral Square. Leads operationalizing best practices and quality assurance statewide through SASH staff education and protocol oversight. Particular focus in providing resources and education for SASH staff to improve Hypertension control and facilitate self-management among SASH participants. This position is grant dependent.

2. **Principal Responsibilities:**

a. **Technical Assistance**

- Lead development and maintenance of protocols around Hypertension control and self-management to assist SASH staff. Protocols may include areas of Care coordination, and team-based care among SASH Housing Organizations, and data entry quality.
- Coordinate quality assurance and quality improvement initiatives statewide.
- Maintain and develop new work flow tools focused on hypertension control and self-management to assist SASH staff to work effectively and efficiently.
- Conduct site visits to SASH hubs to provide trainings and quality review with on the ground SASH staff.
- Prepare reports and track grant deliverables to increase care coordination and promote best practices in hypertension control and self-management amongst SASH participants.
- Complete administrative tasks such as reviewing invoices, ordering blood pressure monitors.
- Creating sustainable systems for the tracking and distribution of materials and equipment as well as procedures and protocols developed.

b. **Training**

- Create and provide statewide training to SASH Coordinators and Wellness Nurses (and other partner agency staff when applicable) on best practices techniques in blood pressure measurement. Trainings should include both techniques for conducting blood pressure measurement and educating SASH participants on self –measurement techniques utilizing automatic c blood pressure monitors.

- Assist in the development and management of training programs and educational material for SASH staff and community partners including scheduling, coordinating and presenting the training.
- Develop and continually improve documents and manuals to help guide and train staff on the implementation of the SASH model.
- Produce educational material based on resources developed and collected from the CDC, the Vermont Department of Health, SASH staff with existing hypertension programs and other partners.
- Collaborate with SASH staff to develop strategies for implementing resources and trainings. Follow up with staff to review their action plans and incorporate feedback from staff for updates/changes.

c. SASH Data Quality and Review

- Support SASH staff to utilize SASH's data entry and work-flow tool for blood pressure data entry.
- Collaborate with SASH Data Analyst to produce and disseminate regular hypertension data quality reports to SASH staff to ensure data integrity.
- Provide quality assurance to SASH panels on data entry standards, best practices and common error points.

3. CSC Standards of Conduct

- Demonstrates a commitment to the mission and values of Cathedral Square and the SASH model.
- Demonstrates respectful and effective communication with co-workers, partner agencies, SASH staff and SASH participants.
- Protects the privacy and confidentiality of information related to SASH.
- Communicates a positive image about Cathedral Square and SASH to the community.
- Conducts him/herself in a safe manner by adhering to all safety practices, rules and standards throughout the work day.
- Demonstrates a commitment to quality and proactively seeks to make improvements to systems and processes.
- Maintains a professional appearance that is appropriate for his/her position.
- Reports to work on time, completes time card accurately in Evoclock, provides advance notice for time off, and appropriately manages CTO time.
- Demonstrates a commitment to integrity in work habits and use of Cathedral Square resources.
- Cathedral Square's mission and operations require that an employee is prepared to perform duties as assigned that may be outside his/her principal responsibilities.

4. Minimum Qualifications:

Must possess a Bachelor's degree in Nursing, Public Health, Social Work, health care or related field. A nursing license is highly desired (RN, BSN). Experience utilizing and teaching health behavior change models and self-management skills related to chronic health conditions desired. Must have at least a three year track record as a self-starter who enjoys taking on a

challenge. Experience in public policy or program implementation involving low income, the elderly, or persons with disabilities is a plus. Must be a team player who enjoys multi-tasking. Must possess the ability to problem solve. Must have excellent written and verbal communication skills. Knowledge of long term care delivery, affordable housing, and health care reform a plus. Knowledge of Gant Charts, Excel, Access and PowerPoint a plus. Must possess a valid driver's license.