

Health and Wellness Manager

Position Summary

The Health and Wellness Manager directs the creation, design, and implementation of programs, services, and resources. These initiatives assist CAMP in its mission to enhance the health, wellness, and quality of life for the entire CAMP community, from youth to seniors. The Health and Wellness Program Manager reports to the Executive Director.

Responsibilities

- Direct all activity for the diverse range of onsite and outreach health and wellness services and programs including but not limited to HIV education and testing, flu shots and health screenings, support and advocacy for youth and families, wellness classes including yoga, tai chi, and support and counseling groups.
- Supervise the health and wellness full and part-time staff and volunteers.
- Coordinate HIV education, testing, and distribution of materials in Rehoboth and West Sussex County at five locations.
- Manage program contracts and grants ensuring compliance with all requirements and regulations.
- Complete and submit applications and monthly reports for contracts and other sources as necessary.
- Monitor and respond to new funding opportunities and writing of proposals.
- Cultivate and organize volunteers to assist with health and wellness related tasks.
- Maintain confidentiality and ensure compliance with all related policies.
- Develop new program opportunities and initiatives for all ages from youth to seniors.
- Identify appropriate resources to address health and wellness community needs.
- Develop and promote events and health navigation seminars to address community needs particularly for the LGBTQ+ community.
- Build relationships with community partners and identify new partners and new sites for providing services.
- Create and modify policies and procedures.
- Measure outcomes and usage of programs, ensuring compliance with grant and organizational requirements.
- Develop educational and promotional materials.

Qualifications

- Bachelor's degree required and prefer graduate level degree in health care, health education, health care administration, or social work;
- Knowledge of LGBTQ+ key health and social issues;
- Have a minimum of five years' experience managing programs and staff, including budgets preparation;
- Possess excellent organization, project, and program management skills;
- Have excellent verbal and written communication skills;
- Detail oriented, and have strong interpersonal and presentation skills;
- Ability to work collaboratively across various departments and with various stakeholders;
- Understanding of the most current information on how HIV is transmitted and prevented;
- Ability to exercise good judgment in prioritizing multiple tasks;

- Strong computer skills and knowledge including word processing, spreadsheets, and other software systems;
- Demonstrated ability to work effectively with people of diverse races, ethnicities, ages, sexual orientations, and gender identities in a multicultural environment;
- Have ability to work some evenings and weekends as necessary;
- Have or acquire upon employment an HIV Prevention Counselor Training Certificate and training, provided several times a year by the Delaware Division of Public Health;
- Must have sensitivity to, interest in, and competence in cultural differences, HIV/AIDS, minority health, sexual practices, and a demonstrated competence in working with persons of color, and LGBTQ+ community; and
- Possess a valid driver's license with proof of valid auto insurance, ability to drive an automobile, and reliable automobile transportation is required for this position.

Benefits

- CAMP Rehoboth offers paid time off of 15 days per year and eight paid holidays;
- Health, hospitalization, dental, vision, short and long-term disability, and life insurance;
- Retirement plan of up to 3% of each employee's annual salary into a SEP IRA retirement plan; employees are eligible to participate in the Retirement Benefits program after one full year of employment;
- Opportunities for professional development available.
- CAMP leadership encourages a healthy work and life balance and supports flexible and remote work opportunities; and
- Salary is \$65,000 a year.

About CAMP Rehoboth

CAMP Rehoboth is a 501(c)(3) nonprofit community service organization dedicated to creating a positive environment inclusive of all sexual orientations and gender identities in Rehoboth Beach and its related communities. CAMP seeks to promote and champion cooperation and understanding among all people, as it works to build a safer community with room for all.

CAMP Rehoboth is an Equal Opportunity employer and actively seeks to hire and mentor a workforce that reflects the clients and community which CAMP Rehoboth serves.

Application Process

Please send a cover letter and resume to Lisa@camprehoboth.com. Deadline for resumes and cover letters is by close of business, 5 pm, Monday, January 30, 2023.