

Rural Health Resource Center Manager (West Tennessee)

About Rural Health Association of Tennessee:

RHA is a 501(c)3 non-profit with the mission to lead the way for a healthy Tennessee through partnerships, advocacy, education, and resources. We are a member-led, staff-driven organization committed to making Tennessee among the healthiest states in America.

Position Description:

The Rural Health Resource Center Manager is responsible for the successful implementation of the Health Resiliency Program (HRP) grant in West Tennessee. This role will oversee the day-to-day operations of the Rural Health Resource Center, supervise clinical and community-based staff, and support participating clinics in integrating value-based care practices. This position reports to the Senior Director of Membership and may supervise 2-6 positions.

Position Responsibilities:

- Oversee the implementation and compliance of the HRP grant and project work plan.
- Manage daily operations of the Rural Health Resource Center, including scheduling, inventory, food and diaper distribution, and data reporting.
- Serve as primary liaison with grant partners and clinic administrators.
- Directly supervise the Licensed Clinical Social Worker and Community Health Worker based at the Resource Center, including providing coaching, performance feedback, etc.
- Collaborate with Rural Health Clinics to support integration of CHWs and LCSW services into workflows and telehealth delivery.
- Assist with scheduling and coordination of mock surveys, VBC Readiness Assessments, and technical assistance for care coordination.
- Provide outreach and support to community-based organizations to expand referral partnerships and address resource gaps.
- Lead efforts to recruit new members into the Rural Health Clinic Network.
- Represent the Resource Center and grant activities at local health councils, RHA events, and other stakeholder meetings.
- Support communication and promotion of services, success stories, and data outcomes.
- Maintain accurate, timely data collection for all activities related to the grant, including services provided, referrals made, and training offered.
- Contribute to quarterly and annual progress reports and support continuous improvement strategies.
- Other duties may be assigned.

Travel Requirements – Up to 30% Time

- In-State travel is required for RHA's Annual Conference, RHC Events, and meetings with various stakeholders such as health councils and chamber meetings.
- Occasional travel may be required for national conferences or training.

Qualifications:

- Bachelor's degree in healthcare administration, public health, social work, or a related field required; master's degree preferred.
- Minimum 3–5 years of experience in clinical operations, community health programs, or grant management.

Required Skills

- Excellent verbal and written communication skills.
- Familiarity with value-based care models, patient-centered medical home (PCMH) recognition, and quality reporting programs (e.g., UDS, HEDIS, MACRA)
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Supervisory experience in a healthcare or community-based setting.

Preferred Skills:

- Strong understanding of rural health issues, clinic operations, and healthcare regulations
- Grant writing and project management experience.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Additional Information:

- Starting salary is \$55,000 with bachelor's degree; \$60,000 with masters.
- Hybrid position – 3-4 days/week in office (Humbolt, Huntingdon, or Decaturville)
- 37.5-hour work week, Monday – Friday, option to start/end day one hour early/late.
- 18 paid holidays, generous PTO based on tenure.
- 100% employee health insurance option, Teladoc subscription
- \$50/month home office stipend; one time \$500 home office stipend after successful completion of 90-day introductory period
- \$500 annual professional development stipend
- Positions and benefits are subject to change based on funding availability/requirements.

Application Instructions:

- Interested candidates may submit a via RHA's job board: <https://rhat.mcjobboard.net/jobs>
- All positions are subject to a minimum of a 90-day introductory period, at which time the employee performance will be reviewed. Option to extend the introductory period if the employee and/or the employer do not feel they've had sufficient time to determine if the employee and job are appropriately matched.

RHA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, age, protected veteran status, disability status, or any other characteristic protected by law.