



The Willamette Health Council (WHC) is in search of a **Clinical Advisory Panel Manager** to join our team. Our mission is to improve the health of the Marion-Polk community by governing our local Coordinated Care Organization (CCO), making local investments, and fostering collaborative relationships. This position manages the [Clinical Advisory Panel \(CAP\)](#), a chartered committee of the WHC's Board of Directors. The CAP brings together diverse local health care provider perspectives to advise on best clinical practice, health care quality, and health information technology (HIT) initiatives. To learn more about our work, please visit: www.willamettehealthcouncil.org

Position Overview:

The CAP Manager is responsible for managing the CAP in support of WHC's mission, bylaws, and contractual obligations ensuring strong representation and engagement from the local healthcare provider community.

Essential Responsibilities:

- Program Development & Evaluation
 - Engages in collaborative strategic planning including the development of annual program goals in alignment with the WHC's organizational priorities and the [2026-2030 Marion-Polk Community Health Improvement Plan](#).
 - Routinely monitors and reports on program progress and outcomes.
 - Leads continuous improvement efforts including the identification of needed improvements and implementation of changes to practices and/or processes.
- Project Management
 - Plans, executes, monitors, and adjusts multiple projects to meet required deadlines.
 - Develops project plans, schedules, and timelines.
 - Manages project budgets, ensuring fiscal responsibility.
- Volunteer Community Partner Coordination
 - Meets regularly with potential, new, and existing community partners engaged in/seeking to engage in work with the CAP.
 - Welcomes and onboards new community partners, providing information about the CAP and pertinent projects/areas of work.
 - Ensures all community partners are equally engaged and invested, sharing power and responsibility for the WHC's mission and CAP goals.
- Group Facilitation
 - Creates and maintains a participatory environment for all community partners in discussions and activities.
 - Cultivates an inclusive culture to ensure community partners are encouraged to bring diverse perspectives, identities, and life experiences to their partnership with the WHC and one another.
 - Designs and guides engaging and culturally responsive consensus-building activities and processes.

- Community Outreach and Engagement
 - Conducts outreach to build relationships with formal and informal community groups.
 - Inclusively navigates complex community and organizational relationships.
 - Represents WHC and its partners in the community.
- Administrative Support
 - Prepares and maintains records and reports, such as committee charters, meeting agendas, meeting attendance records, meeting minutes, or training materials.

Qualifications:

- Bachelor's degree required and/or a minimum of five years of program management experience working with diverse communities.
- A strong commitment to the WHC's mission, vision, and values including Diversity, Equity, Inclusion, and Belonging principles.
- Excellent written and verbal communication skills.
- Project management experience.
- Attention to detail, organizational skills, and ability to manage multiple priorities.
- Ability to thrive in a fast-changing environment.
- Experience managing relationships with diverse stakeholders.
- Understands Oregon's Medicaid Program including the Coordinated Care Organization model and has working knowledge of associated rules and statutes.

Certificates, Licenses and/or Registrations:

- Possesses and maintains a current Oregon driver's license and an acceptable driving record and is able and willing to drive for WHC business.

Salary & Benefits:

- The pay range for this position is \$73,674-\$103,144 depending on experience
- Medical, Dental, and Vision Plans
- Life Insurance
- Short- and Long-Term Disability Plans
- Employee Assistance Program
- Competitive 401K Match
- Tech Allowance
- 12 Holidays and two Floating Holidays
- Paid Volunteer Hours
- Education Assistance Program

The WHC team currently observes a hybrid work model (i.e., combination of work in office and work-from-home). We recognize the importance of a strong work-life balance, and we foster a fun, mission-oriented team culture.

To Apply: Submit a resume and cover letter via email to:

info@willamettehealthcouncil.org

WHC is an Equal Opportunity Employer