

The UCSF Fresno Hablamos Juntos National Program Office has the following position open:

7238 - Analyst V

Req Number 20157BR

Campus Location: Fresno, CA - Medical Education and Research Center

Department Name: UCSF Fresno - Hablamos Juntos National Program Office

Work Days: M-F

Shift: Day Shift

Length: 8 Hours

**Job Summary:** The Associate Director will work in conjunction with the NPO Director in managing all phases and activities of the Hablamos Juntos National Program Office (NPO) and will represent the office in the Director's absence. The Associate director will work independently to provide leadership and direction for day-to-day project operations and to meet project objectives and timelines. Participates in planning, design and development of program objectives; represents the program at meetings with health care providers, health care institutions and community groups; promotes the program's objectives regarding language access, interpreters, signage, and translated material; independently develops written content for website and professional journals on interpreting training programs, proficiency testing and community solutions; develops quality non English materials and systemic solutions to language barriers. The program manager also takes responsibility for project management, coordinating program activities and preparing financial and funder required activities reports. This position interfaces with contractors, scholars and general public.

**Required Qualifications:** Degree in business, public administration or a related field, and at least five - seven years experience or the equivalent combination of education and experience appropriate to assuming the responsibilities of the position. Experience with health organizations and in health care settings - knowledge about health policy and administration. Expertise in state and federal regulatory and industry regulatory requirements for health plans, hospitals and provider groups. Expertise about the interpretation and translation of materials into languages other than English. Experience in planning, budgeting, and preparing financial reports and analysis. Computer proficient with ability to develop and maintain project databases and websites. Experience in independently developing and writing areas of training programs; proficiency testing and developing quality non English materials.

**Position Type:** Full time

**Percentage:** 100%

You can apply on-line for this position at <http://ucsfhr.ucsf.edu/careers/>. Accepting applications through October 20, 2006.