



PROGRAM DEVELOPMENT SPECIALIST – INTERN
(This is a non-paid position)

Position Summary:

Commonwealth Care Alliance (CCA) is looking for an intern to take charge of initiatives related to consumer involvement in the Department of Health Education and Promotion.

Meaningful consumer involvement is one of CCA's guiding principles, and it is critical to CCA's mission and identity. Since 2005, CCA has organized regular local consumer meetings for SCO members, their family members and caregivers, to come together to share their thoughts and experiences at the various primary care sites. CCA goal is to develop local consumer councils at each primary care site.

Since 2006, CCA has implemented the Stanford Chronic Disease Self-Management program in Primary Care Sites in the Springfield, Lynn and Boston area. One of the major Objectives of this program is to monitor evaluation/data collection progress and outcome measurements.

Permanent Essential Duties and Responsibilities: Consumer Involvement Work

- Provide support to the Manager of the Department of Health Education and Promotion with regard to various consumer involvement initiatives:
 - Help to plan and coordinate local consumer meetings
 - Marketing and Recruiting consumer members, families and caregivers to participate in the local consumer meetings at the various Primary Care Sites.
 - Work with consumer members, their families and caregivers to empower them to become active participants in the local consumer councils.
 - Take a lead role in compile meeting materials and agenda
 - Under the direction of the Manager – work to create a member database by PCS of the local consumer councils.
 - Work within confines of consumer meeting planning construct
 - Responsible for participation in meetings, meeting minutes and their distribution

CDSMP:

- Provide support to the Manager of the Department of Health Education and Promotion with regards of the Stanford Chronic Disease Self-Management Initiatives:
 - Help to plan and coordinate chronic disease workshops in our Primary Care Sites.
 - Work with evaluation team to identify data elements to measure outcomes and prepare different reports.
 - Work with evaluation team reviewing demographic data for DPH/NCOA.
 - Support in promoting greater program visibility
 - Development marketing materials e.g. posters, brochures

Requirements:

- Mission driven
- B.S or Master in Public Health or Social Work preferred
- Desire to work with consumers
- Strong writing skills
- Knowledge of Microsoft Excel, Access and Power Point programs
- Organizational planning.
- Good written and verbal communication skills.
- Appreciation of cultural diversity and sensitivity towards target population

OTHER INFORMATION

- Up to 10 - 20 hours/week.
- Practicum opportunity will begin in April or early May.
- CCA is interested only in candidates who will commit to working a minimum of 10 hrs/weeks.
- No car is necessary; CCA offices are located between the Park Street and Downtown Crossing, half a block from the red, orange, green and silver lines.

TO APPLY FOR THIS POSITION, PLEASE CLICK HERE:

<https://home.eease.com/recruit/?id=273106>