



## JOB DESCRIPTION OVERVIEW

### WORKFORCE GRANT PROGRAM MANAGER

The Quality Care Health Foundation is seeking a self-starter to manage and promote a statewide grant program aimed at increasing the certified nurse assistant workforce in California. Join us in this exciting initiative to support and grow the workforce essential for California's nursing homes.

#### POSITION DESCRIPTION:

In collaboration with the Executive Director of the Quality Care Health Foundation (QCHF), the Grant Program Manager will oversee the development, implementation, and management of the Certified Nurse Assistant Program (CNAP). This hands-on role involves promoting the program to providers through outreach and presentations, distributing grant awards, and coordinating workforce initiatives. CNAP, a state-funded five-year project, aims to increase the certified nurse assistant workforce in California. This role is crucial in helping skilled nursing homes enhance their current workforce and build a pipeline for future talent.

#### PRIMARY RESPONSIBILITIES:

1. Handles the day-to-day activities and monitoring of the overall grant program.
2. Coordinate and oversee subcontractors, consultants and services.
3. Conduct outreach to skilled nursing home employers about the specific CNAP initiatives that may help in workforce development at their facilities.
4. Establish effective financial systems, documentation management, policies and procedures.
5. Manage the budget, verify invoices, and allocate expenses accordingly.
6. Report data and deliverables to the grant funding agency as the primary liaison to the grant funding agency.
7. Serve as subject matter expert on workforce development activities, provide education and conduct presentation statewide.

#### KNOWLEDGE, SKILLS AND EXPERIENCE

- Bachelor of Arts or Science degree or equivalent work experience
- At least 4 years related work experience with managerial and project management experience.
- Strong organizational skills with ability to multi-task.
- Familiarity with fiscal management.
- Excellent written and verbal communication skills, including presenting to large groups.
- Proficiency in Microsoft Office – Word, Excel, PowerPoint.
- Prior experience with grant/contract fulfillment is helpful.
- Travel within California 10-25%.
- Additional experience desired: *knowledge or familiarity with workforce development, long-term care, grant administration, program/project management. Understanding regulatory requirements that govern training programs for certified nurse assistants would be helpful.*

**SALARY RANGE:** \$75,000 – \$88,000 per year

**BENEFITS:** Health, dental, life, 401(k), vacation, sick days, designated holidays, hybrid work schedule.

**POSITION DURATION:** This position is 100% grant-funded and the position will likely terminate at the end of the funding period, which is scheduled for **December 31, 2027**.

**CONTACT:** Include cover letter with resumé to [CAHF.hr@cahf.org](mailto:CAHF.hr@cahf.org).

*Quality Care Health Foundation (QCHF) is a non-profit foundation affiliated with the California Association of Health Facilities (CAHF). Its mission is to support the professional advancement of individuals working in long-term care and skilled nursing settings by providing training, certifications, educational opportunities and career development resources.*