



Health and Wellness Manager Position Description

Position Summary:

To develop and implement all aspects of the Special Olympics Hawai'i Healthy Athlete, Healthy Community and corresponding Health and Wellness programs for all athletes, partners and community members.

Primary Responsibilities:

Healthy Athletes

- Apply for and manage the Healthy Athletes grant(s) through SONA.
- Recruit, train and provide support for all Healthy Athlete clinicians in each Healthy Athletes discipline;
- Develop and conduct one large Healthy Athlete event at State Summer Games and smaller Healthy Athlete events throughout the year, when indicated.
- Provide follow-up reporting from all screenings, follow through on all urgent concerns to make sure athletes have access to follow-up care, and ensure that all eligible and identified athletes receive prescription glasses. Provide all necessary post-event grant reports.
- Develop and conduct biannual MedFest Screening Events on Oahu and one MedFest Screening per year on each neighbor island. Recruit medical personnel to conduct medical exams on a smaller scale in schools, as needed.

Healthy Community

Manage, revise, and implement the Health Impact Grant Project Plan objectives, activities, performance measures, timeline, and budget:

- Apply for and manage the Health Impact grant through SONA.
- Implement the activities outlined in the plan, managing the budget, all on-the-ground operations and liaising with the various departments of Special Olympics Hawai'i where needed for support and integration with other functional areas;
- Provide support to Special Olympics Hawai'i in regards to grant writing, fundraising and partnership cultivation to bring new resources that support the projects sustainability;
- Further develop Inclusive Health Needs Assessment and offer trainings to healthcare providers on caring for individuals with Intellectual Disabilities.
- Work closely with Special Olympics North America and Special Olympics Incorporated on programming for Healthy Communities.

Health and Wellness

- Oversee program, increase participation and add new locations to the current Holoholo (walking) programs throughout the state; either within the adult agencies and local programs;
- Continue to provide health and wellness programming to coaches and teams throughout the state;
- Continue to develop and provide virtual programming to athletes, partners, and community;
- Continue to train and work with Special Olympics Hawai'i athlete Health Messengers that are both volunteers and staff members;
- Continue and increase participation in the Tooth brushing program within adult agencies;
- Continue to address the issues related to aging athletes through partnerships with outside agencies;
- Continue and enhance the training and participation on the Special Olympics Hawai'i Health Messenger program; as well as find and offer opportunities for Health Messenger activation in the community.
- Evaluate and adapt programs to enhance the Special Olympics Hawai'i Health and Wellness programs.

Development and Management of Stakeholder Relationships

- In coordination with the senior staff, develop and manage partnerships at a national/state level with key stakeholders from the government, NGO, academic and private sector to foster collaboration and;
- Effectively engage all partners in the planning and implementation of the project, including athletes, to create inclusion, clear delineation of responsibilities and effective coordination;
- Promote Special Olympics health among the health community through participation in relevant workshops, conferences and committees.

Financial Management

- Provide support to Special Olympics Hawai'i in regards to grant writing, fundraising and partnership cultivation to bring new resources that support the programs sustainability. This does include evening and weekend work;
- Ensure high level of accountability through clear and consistent communication and reporting for the program implementation and status of criteria necessary for achieving or maintaining recognition as a Healthy Community;
- Share programmatic successes via social media and other SOI communications tools;
- Maintain fiscal responsibility for the program by developing and monitoring a budget, ensuring expenses are within budget spending parameters and financial reports are submitted in a timely manner in coordination with the finance department.

Evaluation and Risk Management

- Participate in SOI monitoring and evaluation efforts by collecting and providing data on performance measures and objectives related to the Healthy Communities criteria and grants;
- Identify, monitor and respond to risks to Healthy Communities success.

Required Qualifications:

- Education background matching the needs of the position;
- Demonstrated high-level skills in designing, appraising and evaluating assistance to improve health outcomes for vulnerable populations.
- Experience in health program planning and implementation, with a particular focus on implementing multi-year projects through collaboration with a range of partners;
- Strong communication and interpersonal skills, including a demonstrated ability to build and maintain networks, provide advice and communicate effectively in English (both in writing and verbally) on sensitive issues with a professionally diverse range of stakeholders;
- Ability to travel within the state and nationally;
- Ability to work evenings and weekends to staff health activities as well as Special Olympics Hawai'i events that often do not take place during regular work hours;

Desirable Qualifications:

- Proficiency in managing information systems and databases relevant to program development.
- Understanding of and/or experience in advocacy issues concerning the rights of people with disabilities.
- Experience working with people with disabilities and knowledge of the Hawai'i state network of organizations in the disability and health sectors.
- Ability to effectively work independently.

SUPERVISED BY: Senior Vice President of Programs

To apply, please submit cover letter and resume to Nip Ho, program@sohawaii.org. Position will remain open until filled.

*Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Hawai'i
as we strive to promote unity and acceptance for everyone within all communities.*

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.