

**Position Title:** Cancer Screening Systems Manager



**Date:** November 2024

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**CaFLSA Status:** Exempt  
**Reports To:** Executive Director

**Position Summary:**

The Health Systems Program Manager will work directly with healthcare providers across the state to elevate Nevada’s lung screening system and capacity. This position works with: 1) lung screening sites to implement the Quality Implementation of Lung Screening (QUILS™) System within their organization/practice, and 2) primary care clinicians, primary care clinics, and community-based organizations to establish a social norm of lung cancer screening knowledge, engagement, referrals, and follow-up. Travel to local providers, rural areas and between Reno and Las Vegas to connect with providers across the state.

**Qualifications:**

- Graduate from a recognized university or college with a degree/diploma in health, public health, communications, marketing, education, or related professional experience
- Clinical and/or health system experience preferred
- Adept at developing collaborative professional and business relationships
- Outgoing, organized and energetic individual interested in working in a collaborative environment
- Able to travel extensively within Nevada, and on occasion outside of Nevada, and work flexible hours, including evenings and weekends as needed

**Essential Functions:**

*QUILS Program Management*

- Manage all aspects of the QUILS™ System implementation in Nevada
- Collaborate with QUILS™ System team
- Work directly with other team members on project including Executive Director, lead physicians/champions, and other stakeholders
- Participate in Lung Cancer Collaborative

*Screening Site Management*

- Receive extensive training in the QUILS™ System
- Recruit screening sites in collaboration with program champions
- Engage management and associated staff at each site location to implement QUILS System
- Work with site to collect data, deliver feedback, maintain access and support for the resource portal
- Facilitate any requested technical assistance or coaching
- Assist with closing out the project at each lung cancer screening site, maintaining rigorous data management standards and protections

*Provider Engagement and Outreach*

- Establish relationships with primary care clinicians, primary care clinics, and community-based organizations to establish a social norm of lung cancer screening knowledge, engagement, referrals, and follow-up
- Provide information and education on identifying and referring patients for lung cancer screening
- Provide resources and tools for both providers and their patients, and assist in implementing office strategies to facilitate lung screening
- Connect providers with screening sites

**Knowledge and Skills:**

- Strong people skills with a focus on collaborative work style
- Outstanding interpersonal skills including effective networking and listening skills
- Excellent analytical, organizational, administrative, and time management skills
- Excellent communication (verbal/written) and problem-solving skills
- Ability to work independently with limited supervision
- Ability to create and maintain good working relationships with a variety of internal and external constituents
- Ability to multi-task and set priorities to achieve goals
- Proficiency working with the Microsoft Office Suite
- Willingness to travel and work flexible hours, including evenings and weekends as needed
- Possess a vehicle and valid driver's license
- Ability to learn and effectively use online tools such as client management and communications applications

**Competencies**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Maintain a high level of knowledge of the organization on a continual basis.

**Authority and Accountability**

Accountable to the Executive Director. Employee has the authority to carry out work performance objectives agreed upon with the Executive Director. Objectives are outlined annually and reported/reviewed at least quarterly.

**Supervisory Responsibility**

None.

**Language Skills**

Strong ability to read documents relative to all business functions of the organization and to effectively compose and edit correspondence with proper spelling and punctuation. Employee must have strong public speaking skills for presentations to executives, healthcare providers, committees, etc. Act as liaison for the organization to present information and conduct events to large and small groups. Bilingual a plus, but not required.

**Mathematical Skills**

Must be able to understand and perform math skills needed for the position (addition, subtraction, multiplication, division, percentages, ratios, fractions, and proportions to practical solutions) either with or without a calculator. Be able to create and maintain budgets, statistical data and interpret how it relates to the organization.

**Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form and carry them out.

**Computer Skills**

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To perform this job successfully an individual should have knowledge of Microsoft Office Suite software (MSWord, Excel, Access, PowerPoint, etc.), Internet and Outlook. Experience with AV equipment for presentations may be required from time to time.

### **Certificates, Licenses, Registrations**

Current driver license required. Employees who use privately owned vehicles for business are responsible for complying with local, state and federal laws. Employees will be required to carry a current driver license, vehicle registration, personal and public liability insurance which meets state and organizational requirements.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, hear, write, type, and carry. The employee is frequently required to use hands to finger, handle or feel and reach with arms and hands. Occasional physical effort required to lift boxes of supplies or equipment; stooping, bending and reaching when stacking boxes and supplies.

This position is a part-time in office and part-time in the community. Physical demands are normal to office duties. The position may require you to be subjected to outside environments that include heat, cold, rain, snow, ice, humidity, noise, traffic conditions, and uneven surfaces from time to time to attend meetings or events.

- Vision – close vision, distance vision, peripheral vision, depth perception and ability to adjust focus with the ability to read a computer screen, paperwork, other written materials, and be able to visually see to drive a vehicle
- Manual dexterity – to handle phones, paperwork, pens, pencils, keyboard data entry, and operate a vehicle
- Sit – for extended periods of time
- Gripping/Grasping – paperwork, pens, pencils, phone, other office equipment
- Writing – words, letters, numbers, symbols, using a pen, pencil or other writing instrument
- Keying – ability to type using a keyboard or 10-key
- Carrying –
  - documents, paperwork often up to 10 lbs - regularly
  - other supplies and outreach/event materials from 25 to 30 lbs - regularly

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The main duties are performed inside an office or building but on occasion may be held outside. This position consistently requires the individual to travel exposing them to traffic and weather conditions. While performing the duties of this job, the employee is occasionally exposed to dirt, dust, heat, cold, wind, noise, rain, snow. Customarily this position requires travel within the Reno/Sparks and outlying areas, and to Las Vegas periodically. Evening and weekend hours sometimes required.

### **Mental Requirements**

The employee is required to have the ability to learn and comprehend basic instructions and carry them out. The employee is required to coordinate eyes, hands, and fingers rapidly and accurately in order to type, operate a vehicle, and write. The employee is required to have the ability to understand the

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meaning of words and respond effectively. The employee is required to have the ability to perform basic arithmetic accurately and quickly as defined in the qualifications.

This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

To perform this job successfully, the incumbent will possess the skills, aptitudes and abilities to perform each duty proficiently.

It is the policy of the organization to comply with all the relevant and applicable provisions of the Federal Americans with Disabilities Act (ADA), as well as state and local laws concerning the employment of persons with disabilities. The organization will not discriminate against any qualified employee or job applicant because of a person’s physical or mental disability with respect to any terms, privileges, or conditions of employment, including but not limited to hiring, advancement, discharge, compensation, and training. Essential functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Where necessary and feasible, reasonable accommodations will be made for qualified disabled employees to perform the essential functions of the job in question, as long as the accommodation does not cause the organization undue hardship or violate any other policy. All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace, which threat cannot be eliminated by reasonable accommodation, will not be hired.

The requirements listed in this document are the minimum levels of knowledge, skills or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

Reviewed with employee by:

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Manager’s Name

\_\_\_\_\_

Date

Received and accepted by:

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Employee’s Name

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Date