

Job Description

Job Title	Director of Pediatric Programs	FLSA Status	Exempt
Reports To	Executive Director of Program Evaluation and Research	Supervisor Role	None
Department	Pediatric Programs	Effective Date	12/1/2023

Summary of Position

The Director of Pediatric Programs is responsible for leading the pediatric serious illness care programs of HAP, including providing leadership and administrative support to the Greater Illinois Pediatric Palliative Care Coalition, a program of The HAP Foundation. This role acts as a strategic partner with HAP leadership, and is responsible for implementing pediatric programs, and establishing guidelines, metrics, and best practices for the design and implementation of HAP's pediatric education programs that increase understanding of pediatric palliative care and improve the quality of life of children with serious and life-limiting illnesses.

Essential Duties and Responsibilities

- Responsible for the implementation, planning, reporting, goals, and project coordination for the Greater Illinois Pediatric Palliative Care Coalition
- Oversees the curriculum development and delivery of pediatric serious illness care education programs at HAP
- Develops and coordinates innovative pediatric serious illness care initiatives for integration across HAP programs
- Actively participates in strategic planning and implementation including the development, implementation, and evaluation of program short- and long-term goals
- Leads the pediatric program in accordance with HAP guidelines, state, and federal standards
- Acts as a subject matter expert for state or federal policy development agendas
- Acts as a community educator by delivering consistent, world-class, innovative and continually improving education, with a focus on pediatric serious illness care
- Effectively assesses and communicates ongoing pediatric educational needs of HAP partners
- Assists in community outreach and fundraising efforts while maintaining high quality services and programs in collaboration with community groups to strengthen and expand HAP programs and pediatric serious illness care provided by community partners
- Develops education curricula to address existing and emerging topics in pediatric serious illness care
- Oversees the development, evaluation, and adherence of policies, procedures, and clinical practice standards
- Serves as resource on pediatric serious illness care issues and educator for HAP and its community partners, remaining current on trends in pediatric care
- Represents HAP at community outreach and fundraising events
- Responsible for submitting annual budget, monitoring program expenses and income, inclusive of grant exploration and research
- Assists with new staff training and orientation, including volunteer staff when needed
- Other duties may be assigned or required for the performance of this position

Job Description

Skills and Abilities

- Excellent interpersonal, written, and verbal communication skills with the ability to communicate effectively with internal and external stakeholders
- Organizational skills, project planning and problem-solving skills
- Supportive and collaborative attitude
- High level of proficiency and literacy in Microsoft Office, Teams, and Outlook

Education, Experience & Certifications

- Bachelor's degree in nursing, child life studies, child development, psychology, or early childhood education preferred
- Registered Nurse (RN), Licensed Clinical Professional Counselor (LCPC), or Licensed Clinical Social Worker (LCSW) preferred
- Minimum of three years of experience working in non-profit or philanthropy, healthcare setting preferred
- A minimum of three years of experience in pediatric nursing or child development, counseling, or social services related fields
- A minimum of two years of program management experience preferred
- Experience managing grants and granting relationships preferred
- Knowledge of serious illness, palliative, and hospice care, pediatric experience preferred
- Experience in program design and development for workforce related training, including the capacity to navigate community resources
- Valid driver's license and auto insurance required

Work Environment and Physical Requirements

- Operates in a professional office environment and routinely uses standard office equipment
- Occasional travel to off-site meetings and other work locations
- Frequent standing, walking, bending, crouching, and reaching with hands and arms
- Occasional lifting and moving up to 20 pounds

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. Employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Employee Signature

Date

EEO Statement: The HAP Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

Please apply by sending your resume to Kathy Gibbs, Senior Director, Constituent Relations and Human Resources, at kgibbs@thehapfoundation.org.