

Position Title: Division Director
Office: Expansion Division, Office of Policy and Program Development (OPPD),
Bureau of Primary Health Care (BPHC)
Supervisor's Title: OPPD Office Director
Duty Station: Rockville, Maryland
Grade/Rank and Series: GS-685-15 or Commissioned Corps equivalent
Bargaining Unit Status: Non-Bargaining

OVERVIEW

The OPPD Expansion Division serves as the organizational focus for the strategic development of primary care programs, including health centers, special population programs, and other health systems. The Division Director exercises authority in directing national programs for organizations that receive BPHC grants, contracts, and/or cooperative agreements. Areas of responsibility include program management, program monitoring, performance and grantee assistance. Decisions and actions have a direct and substantial effect on the Health Center Program and the organizations. The Division's work impacts HRSA's headquarters operations, several BPHC-wide programs, a significant portion of HRSA's field establishment, and large segments of the Nation's population; and receives frequent Congressional and media attention.

KEY RESPONSIBILITIES

- Translate BPHC/HRSA priorities into concepts for funding opportunities for review by BPHC/HRSA senior leadership and external collaborative partners, as appropriate.
- Lead collaboration across OPPD, BPHC, and HRSA to develop competitive and supplemental funding opportunity announcements and non-competing continuation guidance for Health Center Program grantees, Primary Care Associations, National Cooperative Agreements, Health Center Controlled Networks, and Native Hawaiian Health Care Improvement Act grantees.
- Ensure the provision of programmatic support to the objective review of competitive applications in collaboration with Office of Federal Assistance Management (OFAM)/Division of Independent Review.
- Provide high quality technical assistance to communities, community-based organizations, and BPHC programs related to the development of new and expansion of existing primary care delivery and technical assistance programs.
- Lead the explanation and/or resolution of complex issues concerning the implementation of BPHC policy, funding decisions, and other activities.
- Lead the development of systems to ensure effective and efficient application submission and review processes for internal and external stakeholders.
- Participate on and/or lead OPPD and BPHC workgroups to develop innovative, data-driven options for advancing the work of the Bureau.
- Establish and monitor key performance metrics to ensure that products, processes, and technical assistance activities are high quality, clearly communicated, and responsive to the needs of both internal and external stakeholders.
- Coordinate activities across HRSA, i.e., the Office of Federal Assistance Management's (OFAM) Division of Independent Review and Division of Grants Policy, and the Offices and Divisions, who will oversee implementation of funding opportunities, to ensure that activities are fully informed by and aligned with BPHC and HRSA priorities and with all appropriate statutes and regulations.
- Serve as the programmatic lead to inform the development of systems to ensure effective and efficient application submission and review processes for internal and external stakeholders.

- Analyze past expansion activities and associated data; consult across BPHC, HRSA, and with national cooperative agreements and others to ensure that future expansion activities address current and emergent needs of Community Health Center (CHC), Migrant Health Center (MHC), Health Care for the Homeless (HCH), and Public Housing Primary Care (PHPC) programs.
- Provide timely and appropriate responses to information requests from HRSA, DHHS, OMB, and Congress.

EXPECTED RESULTS

- New and continuation funding activities align with BPHC, HRSA, and Department priorities.
- Applicants for new, supplemental, and continuation funding have the systems and technical support to pursue funding opportunities.
- Division products, processes, and technical assistance activities are high quality, clearly communicated, and responsive to the needs of both internal and external stakeholders.
- Staff and managers have the appropriate knowledge, skills, and abilities to accomplish Division results and support broader OPPD functions and results, as needed.
- Division systems and processes support a responsive, innovative, agile, and team-based work environment that holds staff accountable for the results of their assigned work; foster collaboration within and across teams and other BPHC divisions; and provide support for ongoing staff professional growth and development.

PREFERRED EXPERIENCE AND COMPETENCIES

- Expertise and a minimum of 5 years of experience in the operation of public health or health-related programs
- Minimum of 2 years of experience successfully advising senior level officials
- Proven ability to manage, organize, and prioritize multiple concurrent, complex projects efficiently and effectively
- Proven ability to collaborate across organizational units and levels to accomplish program goals
- Strong ability to analyze quantitative and qualitative data and information from various sources to determine needs and create solutions
- Excellent oral and written communications, presentation, and persuasion skills
- Ability to foster strong working relationships built on mutual trust and respect
- Proficient in Microsoft Office (Word, Outlook, Excel, PowerPoint, and SharePoint)