



VIRGINIA
HEALTH CARE
FOUNDATION

707 East Main Street, Suite 1350 • Richmond, VA 23219 • www.vhcf.org
Phone: (804) 828-5804 • Fax: (804) 828-4370 • email: info@vhcf.org

Program Officer – Medication Assistance Programs Position Description

The Virginia Health Care Foundation (*VHCF*) is dedicated to increasing access to health care for all Virginians, with a special emphasis on those who are uninsured and medically underserved. Multiple factors affect access to health care: availability of health insurance coverage, health safety net practices with free or affordable care for the uninsured, and a sufficient number and distribution of health professionals throughout the Commonwealth.

For both the insured and uninsured, prescription medicines are essential to the successful treatment of many illnesses and diseases. VHCF has been a leader in providing prescription assistance to the uninsured and underserved through a variety of initiatives over the past 25 years.

RxRelief Virginia is a significant one of those initiatives. It provides grants for the salaries of Medication Assistance Caseworkers (*MACs*), who help obtain free prescription medicines for uninsured patients via a special VHCF software, *The Pharmacy Connection (TPC)*. The individual filling this position is responsible for all aspects of overseeing the *RxRelief Virginia* program and grantees and for providing technical assistance to several *MACs* funded by the Williamsburg Health Foundation (*WHF*).

As an integral part of VHCF's medication assistance team, this position also works in coordination with VHCF's *TPC* Manager to provide technical assistance and training to the 280+ organizations that use *TPC*. This position reports to the Deputy Director.

Core Responsibilities:

Grants Management

- Provide oversight and technical assistance to VHCF's 34 *RxRelief Virginia* grantees to ensure outcomes are met
- Prepare and finalize Letters of Agreement for grantees outlining goals and objectives
- Review quarterly data reports and semi-annual progress reports submitted by grantees and monitor progress in achieving yearly goals
- Conduct annual site visits (*virtually during the COVID-19 pandemic*) to grantee organizations and communicate findings and recommendations in follow-up letters

- Monitor grantees who are not meeting goals and make recommendations regarding adjustments that will help maximize the number of patients served and prescriptions obtained
- Review annual continuation applications of grantees and make funding recommendations to the VHCF Board

Technical Assistance:

- Communicate with grantees on issues related to obtaining free medicines from the brandname drug companies' Patient Assistance Programs (PAPs); generics and supplies available in *TPC*, and other policy relevant to the MACs' work
- Troubleshoot with representatives of the PAPs regarding barriers to qualifying patients for free and generic medications available in *TPC*
- Conduct monthly informational conference calls for grantees and *TPC* users to learn about and share best practices
- Plan, organize, and conduct meetings for MAC grantees funded by WHF

Program Management and Collaboration

- Develop and manage the MAP program budget
- Plan semi-annual Roundtables and publish newsletters in collaboration with the *TPC* Manager
- Prepare data reports required for internal and external reporting purposes;
- Assist with funding requests and proposals, as needed
- Keep current with developments of [RxPartnership](#) and other programs relevant to medication assistance

TPC Support

- In coordination with the *TPC* Manager and VHCF's *TPC* developer, ensure that *TPC* operates without error or interruption
- Conduct testing of *TPC* updates and enhancements to ensure new features are working properly
- Respond to *TPC* technical assistance inquiries
- Troubleshoot and resolve *TPC* questions quickly and accurately
- Update PAP forms and other program requirements in *TPC*

Other

- Attend annual national conference of the PAPs and other relevant conferences (*virtually during the COVID-19 pandemic*)
- Other duties and special projects as assigned by the Executive Director or Deputy Director

Qualifications:

- 3 + years of experience in nonprofit operations; knowledge of PAPs and *TPC* a plus
- Strong oral and written communication skills, ability to write clearly and succinctly
- Proven analytical skills
- Experience in troubleshooting and problem-solving

- Experience in providing training and technical assistance
- Willingness to travel regularly throughout the state on day trips (*average 3-4 times/month when COVID-19 restrictions are lifted*)
- Computer and software skills to include MS Office programs, Adobe, SurveyMonkey, and the ability to learn other software programs

Requirements:

- Bachelor's degree preferred or equivalent professional experience
- Ability to work remotely and then in a hybrid model once the COVID-19 pandemic stabilizes

Personal Qualities:

- Smart, high-energy, self-motivated, self-confident, and intellectually curious
- Ability to work as a team member in a collegial workplace where well-thought out opinions and give and take are expected and encouraged
- A sense of humor and a constructive outlook are a plus
- Organized
- Strong interpersonal skills

How to Apply:

Please submit cover letter and resume via e-mail to info@vhcf.org with the subject line "Program Officer – Medication Assistance Programs."

VHCF thinks that diversity and inclusion among our employees is critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool. VHCF is committed to equal employment opportunity for employees and job applicants in compliance with the letter and spirit of applicable law and to an environment where employees are valued for all they bring to a position.