Penn Center for Community Health Workers
Job Announcement: Project Manager

The Penn Center for Community Health Workers is a community-academic-health system partnership that is part of the University of Pennsylvania Health System. Our mission is to improve the health of low-income communities through the effective use of Community Health Workers (CHWs). Hired from the local community, CHWs help patients navigate the healthcare system and address key health barriers such as affordable access to food and housing. Our work has been featured in media including The New York Times, National Public Radio, and Forbes Magazine.

In response to our success within Penn Medicine and requests for technical assistance from organizations across the country, the Center is tripling in size. As a result, we are inviting applications from energetic and passionate individuals who want to supervise a team of Community Health Workers, help shape the organization during an exciting period of growth, and influence new models of healthcare for marginalized communities in Philadelphia and across the country.

Key Duties and Responsibilities
- Lead a team of 6–8 CHWs who are themselves working with as many as 100 patients at any given time
- Integrate CHWs with care providers working in the hospital and in primary care clinics
- Participate in program evaluation and redesign to increase our effectiveness
- Facilitate team meetings and support groups for patients
- Monitor progress by producing outcome reports
- Conduct basic accounting for project expenses and program management

Preferred Qualifications
- Leadership experience with nonprofit or community-based organizations
- Previous work in low-income communities
- Excellent oral and written communication skills
- Knowledge of resources and community-based organizations in West and Southwest Philadelphia
- Excellent understanding of the healthcare and social service systems, including processes for enrolling in public benefits
- Experience with clinical social work (BSW or MSW is a plus)
- Must be willing to commit to two years of employment

To Apply
Send a cover letter and resume to Raina Kulkarni at rkulk@mail.med.upenn.edu with the subject line “Project Manager Application.” Please label attachments as follows:
- “LastnameFirstname_PMcoverletter”
- “LastnameFirstname_PMresume”