



POSITION TITLE: Director of Inclusive Health
DEPARTMENT: Sports & Programs
LOCATION: Madison
REPORTING TO: Senior Director of Health Programs
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: August 2023

POSITION SUMMARY

The **Director of Inclusive Health** is part of a dedicated team of professionals who work together to support the vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes and the community.

The **Director of Inclusive Health** leads the implementation of all Special Olympics Wisconsin (SOWI) Inclusive Health programs, such as Inclusive Health Trainings for healthcare professionals and students, closing the referral loop following Healthy Athletes screenings, and Athlete Health Messenger workshops. The Director of Inclusive Health will also work with the community members, specifically healthcare professionals and health-related university programs to promote the Special Olympics Inclusive Health Strategy and further the goals, objectives, standards and mission of Special Olympics Wisconsin.

Inclusive Health is a Special Olympics Health program addressing the severe health disparities faced by people with intellectual disabilities (ID) through immediate and long-term community-based solutions. Inclusive Health is working to increase access to quality health care and prevention programming to improve the health status of people with ID.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Execute Special Olympics Wisconsin's Strategic Plan.
- Develop and execute annual work plan and goals.
- Direct the work of the Inclusive Health Coordinator including delegating tasks, approving timecards, and monitoring workloads.
- Launch an Inclusive Health Program Council, which includes recruiting members, lead meetings and discussions, and provide consistent communication throughout the year, to develop a collaborative vision and strategy for executing Inclusive Health Trainings sessions across the state.
- Recruit statewide training teams, including athletes, staff and healthcare/community partners.
- Develop all aspects of Inclusive Health Training program, including facilitation of timelines and planning for Inclusive Health Programs statewide, recruitment of healthcare systems and universities for Inclusive Health Trainings, and implementation of trainings to healthcare students and professionals in a variety of healthcare environments. Offer post-training support as needed.
- Identify partners, volunteers and training participants that align with all eight disciplines of Healthy Athletes (free health screenings offered at SOWI sporting events).
- Oversee data management component of the program that includes but is not limited to: pre and post training surveys, list of collaborative agencies and contacts, returning volunteers, day-of volunteers, potential sponsors/donors, cash, in-kind and expense authority within the budget.
- Collect and analyze data to evaluate program impact and effectiveness.
- Contribute to Marketing & Communications strategy to implement statewide Inclusive Health Training program.
- Collaborate with the SOWI Health staff, as needed.
- Approve, code, and forward all invoices to the Program Office for payment.
- Complete required reports on a timely basis.
- Support preparation of Health budgets for each program year.
- Act as resource on inclusive health programs for staff, regions, local programs, volunteers, and partners.



- Develop and maintain relationships with community organizations, sponsors, and partners to support Inclusive Health initiatives.
- Coordinate SOWI demonstrations, exhibitions, special events, appearances and speak on behalf of SOWI, as needed.
- Promote the mission of Special Olympics Wisconsin, Inc.

This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Health Promotion, Kinesiology, Community and Public Health, related field of study; or a minimum of three (3) years of related work experience.
- Experience and knowledge of healthcare systems and persons with intellectual disabilities.
- Experience working in a health setting, preferred.
- Demonstrated ability to work in a team environment.
- Proficiency with Windows and Microsoft Word, Excel, and PowerPoint.

KNOWLEDGE, SKILLS AND ABILITIES

- Effective verbal, written, and interpersonal communication skills.
- Ability to interact with healthcare administration, staff, and students.
- Ability to work independently and organize work to meet established deadlines.
- Solve problems using good judgment; understand when to seek assistance or guidance from others.
- Effective time management skills.
- Passion for the Special Olympics vision, mission and values for individuals with intellectual disabilities.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.
- Valid Driver's License.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Primarily perform work in an office environment. A flexible/hybrid work environment is a possibility.
- Frequently move around the office and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Ability to travel statewide.
- Some weekends, evenings, and overnights, will be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Signature: _____

Date: _____