



Massachusetts League of Community Health Centers  
&  
Suffolk University/Sawyer Business School Moakley Center for  
Public Management  
*2024-2025*  
Certificate Program in  
Community Health and Community  
Health Center Management

***Raise Performance, Retain Talent, Recruit the Competition***

Return completed recommendation via email to: [MLCHCSuffolkProgram@massleague.org](mailto:MLCHCSuffolkProgram@massleague.org)

## CERTIFICATE PROGRAM IN COMMUNITY HEALTH AND COMMUNITY HEALTH CENTER MANAGEMENT

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In its ongoing efforts to address workforce issues in community health, the Massachusetts League of Community Health Centers, in partnership with Suffolk University, has developed a certificate program to advance the skills and careers of community health center middle managers. The Certificate Program in Community Health and Community Health Center Management is the result of hours of League consultation with health center executive directors, administrators, clinicians and board members on the challenges health centers face in retaining and promoting staff, particularly middle managers. In response, the League collaborated with Suffolk University to create a certificate program specifically tailored to the unique needs of health center professionals who desire to increase their skill level and advance within their health center organization.

Although training programs do exist in public and human service management, the League has identified serious barriers for mid-career staff in need of certain skills that will take them to the next level of management responsibility: (1) lack of financial resources to pay for education; (2) inadequate release-time from work responsibilities; and (3) a perception that existing programs are not tailored to the specific skill sets required by community health agencies.

Addressing these barriers through a program that is uniquely structured for health center middle level managers, the program seeks to: (1) increase the number of qualified health center mid-managers; (2) provide career growth opportunities for midmanagers; and (3) introduce mid-managers to others in similar positions as mentors who will provide counseling and support.

### Program Sponsors

- *The League & Suffolk University Certificate Program is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$1,666,805 with 71.5 percentage of costs financed with non-governmental sources. All program content reflects the views of participating faculty and does not necessarily represent the official views of, nor an endorsement by, HRSA, HHS, or the U.S. Government. For more information, please visit [HRSA.gov](http://HRSA.gov).*
- *The League & Suffolk University Certificate Program is supported by funds from the University of Massachusetts Medical School/Commonwealth Medicine (CWM), MassAHEC and MassHealth.*

### Supervisor's Recommendation/Agency Commitment Form

1

Supervisor's Name  Title

Organization  Address

City  Zip  Phone

Email

Applicant's name:

Applicant's current position:

**Please complete the following:**

have supervised the applicant for \_\_\_\_\_ years, and have known the applicants for \_\_\_\_\_ years.

Please list applicant's top 3 strengths in relation to this program: \_\_\_\_\_

Please list top 3 areas in which applicant can benefit from participation in this program:

In five years, I expect the applicant to be able to assume a position as:

I recommend the applicant for participation in the Certificate in Community Human Service Management Program:

Highly recommend    Recommend    Recommend with reservations    Do not recommend

How would you rate the applicant in terms of the following?    4    3    2    1    N

Motivation, self direction, and initiative

Problem-solving ability

Leadership ability or potential

Cooperation, ability to be a team player

Integrity, personal ethics

Commitment to working in Community Health

Additional comments, if any:

Scale

4 Outstanding

3 Above average

2 Average, acceptable

1 Below average, not acceptable

N Not observed, or not able to assess

Supervisor's signature:

Date

As the applicant's Sponsoring Agency representative, I agree to:

- pay a \$50 nonrefundable Agency Application Fee (a onetime fee, regardless of the number of applicants) and
- pay the tuition fee for members of \$3,950 or for non-members of \$5,200.

I understand that the tuition fee is not refundable after my employee attends the second class meeting.

**I realize that participants in the program must successfully complete (receive a passing grade) at least 80% of the offered courses to be eligible to graduate and agree to give enrolled employees paid time off in order to attend classes and participate in an evaluation of the certificate program, and to adjust their work requirements accordingly.**

I understand that all Certificate Program enrollees will commit themselves to continued employment with their sponsoring agency for at least one year following their graduation.

Authorized Sponsoring Agency Signature:

Date