



## **Request for Inquiries: Literature & Medicine<sup>®</sup> Facilitator**

### **Limited Term Part-Time Contract Position: Sacramento**

**Summary:** California Humanities requests inquiries for a Sacramento area humanities expert who will facilitate a humanities-focused professional development program provided to in-service medical professionals and clinical staff at the Sacramento Veterans Affairs Medical Center. This program aims to improve the quality of health care services delivered to patients, through improving providers' interpersonal and communication skills, increasing their ability to empathize with patients and co-workers, and increasing their levels of job satisfaction, cultural awareness, and self-knowledge.

**Program Overview:** Literature & Medicine: Humanities at the Heart of Health Care<sup>®</sup> (Lit & Med) is a professional development program developed and trademarked by the Maine Humanities Council (MHC), which has provided site-based in-service humanities experience for practicing health care professionals across the country for over 10 years. The program uses the humanistic method of dialogue to accomplish these objectives through a series of facilitated conversations, using readings, films, photos and other relevant source materials as discussion prompts. Participants are encouraged to reflect on and talk about their work as caregivers, resulting in greater understanding, awareness, and knowledge of oneself, others, and the field of practice. Discussions are guided by facilitators, who may have humanities subject knowledge, teaching experience, or other forms of professional experience relevant to the delivery of this program. Although it is text-based, Lit & Med is not a class, nor is its primary purpose to transfer expert knowledge about the text. California Humanities has implemented the program since 2010.

**About California Humanities:** California Humanities, a nonprofit partner of the National Endowment for the Humanities, promotes the humanities – focused on ideas, conversation and learning – as relevant, meaningful ways to understand the human condition and connect us to each other in order to help strengthen California. California Humanities has provided grants and programs across the state since 1975. To learn more visit [www.calhum.org](http://www.calhum.org), or follow us on Facebook, Twitter and Instagram.

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Over the past 44 years, we have done this by making grants and delivering programs throughout California.

## **Responsibilities**

### **Program Facilitation**

1. Demonstrate familiarity with program goals, desired outcomes, and process, as described in Lit & Med manual.
2. Collaborate with California Humanities staff and the VA hospital liaison(s) on the development of an appropriate syllabus for this program site.
3. Develop a syllabus for the 2019-2020 Literature & Medicine season. Syllabus is delivered to California Humanities staff six weeks before program start, facilitate the book ordering process.
4. Work with VA site liaison on scheduling (dates, times, location) sessions.
5. Facilitate a total of six 2 hour Lit & Med sessions per season.

### **Program Administration**

6. Responsible for timely submission of invoices and reimbursement requests for project expenses to California Humanities as required and/or agreed in facilitator contract.
7. Complete any evaluations requested by California Humanities or Maine Humanities Council.
8. Consult periodically with VA site liaison and California Humanities staff to review and monitor program progress.
9. Communicate any concerns promptly to California Humanities staff.
10. Assist California Humanities with outreach and communication about the program to wider audiences.

### **Your proposal must include:**

- Official name, address and contact information
- Cover Letter, Curriculum Vitae, Sample Literature & Medicine Syllabus
- Teaching philosophy, 250 words maximum
- Professional References

### **Criteria for Selection:**

- Knowledge of humanities, medical humanities, or other related subject matter.
- Experience teaching or discussion facilitation.
- Experience developing course content and syllabi.
- An understanding of the methods and theories of adult education.
- Proficiency independently managing selected program related administrative duties.

**Format:**

- Word document
- Single spaced
- Font: Times New Roman, size 12
- Margins: 1 inch

**Compensation:**

Consultant will be compensated \$2,100 for a total of six two-hour sessions.

This is a limited term contract position. Position may be renewed based on performance.

Mileage reimbursement will be limited to a total of 150 miles round trip, per session.

**Questions:**

Contact Lucena Lau Valle, Associate Program Officer, [lvalle@calhum.org](mailto:lvalle@calhum.org); 213.346.3286.

This position will be open until filled.