



Request for Proposals: Literature & Medicine ® Facilitator

Temporary Part-Time Contract Position: Los Angeles Metro Area

Summary: California Humanities requests proposals for a Los Angeles Metro area humanities expert who will facilitate a humanities-focused professional development program provided to in-service medical professionals and clinical staff at Kaiser Permanente Los Angeles 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. The facilitator will provide virtual Literature & Medicine sessions for the duration of the 2020-2021 season, or until in-person programming can resume.

Program Overview: Literature & Medicine: Humanities at the Heart of Health Care® (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, Literature & Medicine 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, or follow us on Facebook, Twitter and Instagram.

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relevant, meaningful ways to understand the human condition and connect us to each other in order to help strengthen California. Over the past 45 years, we have done this by making grants and delivering programs throughout California.

Responsibilities

Program Facilitation

1. Demonstrate familiarity with Literature & Medicine program goals, desired outcomes, and process.
2. Collaborate with California Humanities staff and the Kaiser Permanente Los Angeles Medical Center site liaison on the development of an appropriate syllabus for this program site.
3. Develop a syllabus for the 2020-2021 Literature & Medicine season. Syllabus is delivered to California Humanities staff six weeks before program start, facilitate the book ordering process.
4. Work with Kaiser Permanente Los Angeles Medical Center site liaison on scheduling (dates, times, location) sessions.
5. Facilitate a total of six 2-hour Literature & Medicine 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.
8. Consult periodically with Kaiser Permanente Los Angeles Medical Center 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:

- 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:

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

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

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

Questions:

Contact Lucena Lau Valle, Program Officer, lvalle@calhum.org, 415.391.1474 ext. 316

This position will be open until filled.