

**Job Title**

Program Manager

**Reports to:** Executive Director

**FLSA Status:** Exempt

**Classification:** Regular Full-time

**Primary Responsibilities**

The Program Manager directs and manages all aspects Southeast District Health Department (SEDHD) Growing Great Kids (GGK) program, a Healthy Families America (HFA) site. The Program Manager oversees service delivery, administrative functions, fund development, human resources functions, risk management, and marketing of the program.

**Examples of Work Performed**

- Work with team managers to support the planning and coordination of programs and activities.
- Work closely with the program supervisor in managing program goals and provide monthly reflective supervision to the program supervisor.
- Ensure implementation of SEDHD and grant-related policies and practices.
- Track expenditures/transactions and provide spending justification for grant and program activities in alignment with grant requirements.
- Participate in collecting and monitoring benchmark data as required by HFA and DHHS.
- Maintain accreditation as an HFA affiliated site, including developing policies and procedures and continuous quality improvement for the home visitation program.
- Implement program work plan activities and strategies to increase the effectiveness of public health prevention and intervention programs.
- Effectively use persuasive communication to connect with the public and increase the adoption of public health programs through media and marketing, social media, etc.
- Help build and maintain positive culture and team atmosphere with coworkers at SEDHD.
- Identify and engage community stakeholders and foster positive working relationships with external partners, organizations, and community members.
- Schedule and organize meetings/events and maintain agendas, minutes, etc.
- Maintain a flexible schedule to carry out grant activities and maintain program fidelity.
- Plan and order materials needed to carry out grant activities.
- Keep updated records of program progress, outcomes, facilitators, barriers, and status of performance measures.
- Support departmental strategic plan and program development.
- Work with a variety of cultures and strive to achieve equitable health outcomes for all people to create a culture of diversity and inclusion.
- Maintain confidentiality, particularly as it relates to HIPAA.
- Carries out duties as expected while maintaining Department policies and procedures.

- Performs related duties as assigned.

## **Qualifications**

*EDUCATION:* Master's degree in public health, human services administration, or fields related to working with children and families, or bachelor's degree with commensurate experience.

*EXPERIENCE:* At least three years of relevant experience in the above-related fields and experience in managerial and administrative functions, including staff management, grant management, quality assurance, and improvement. Significant experience in coordinating and implementing public health programs will also be considered.

*OTHER:* A valid driver's license, a current vehicle insurance certificate, and reliable transportation.

## **Knowledge and Abilities**

- A solid understanding of and experience in managing diverse teams with humility
- Willingness to engage in reflective practice (e.g., capacity for introspection, communicating awareness of self in relation to others, recognizing the value of supervision, etc.)
- Ability to work effectively with multi-disciplinary teams
- Proven experience as a program coordinator or relevant position
- Knowledge of program management and development procedures
- Knowledge of budgeting and reporting
- Proficient in Microsoft Office
- Excellent time-management and organizational skills, self-motivated
- Ability to maintain department policies and procedures
- Communicate and cooperate within an organization to attain team goals and objectives.
- Understanding the inter-relatedness between public health programs, other outside agencies and organizations, and the unique role of local public health departments.
- Ability to relate to all population groups and provide culturally competent service.
- Knowledge of public health problems and the social and economic factors that contribute to them.
- Ability to present information effectively, verbally and in writing.

## **Working Conditions**

Work is performed primarily at SEDHD office sites, as well as community sites. Computers, fax, copier, personal or department vehicles, and public health equipment and supplies are used to perform functions. This job may encompass light lifting, standing, walking, being seated for periods of time, possible overtime, driving, some overnight travel, and infrequently working nights and weekends.

### **Additional Preferred Licensure/Certificates**

Completion of National Incident Management (NIMS)/Incident Command System (ICS) 100, 200, 700, and 800 independent study courses. An applicant who has not completed ICS 100, 200, 700, or 800 will be required to complete the courses within three months of employment.

### **How to Apply**

Send resume and cover letter to [careers@sedhd.org](mailto:careers@sedhd.org)