



SAMPLE JOB DESCRIPTION: Program Manager's Supervisor

Recommended Duties and Responsibilities

- Directly supervises the Program Manager of the Healthy Families program, assuring administrative, personnel, and fiscal systems are in place to smoothly support the Program Manager.
- Functions as the liaison to Senior Management and other relevant entities within the organization.
- Interfaces with state and community agencies.
- Assists in the development and implementation of outreach and funding plans and helps to obtain necessary bi-directional agreements.
- Supervises Program Manager, providing guidance on administrative, personnel, and implementation issues.
- Meets on a regular basis, but at least once a month with Program Manager to assure all contract requirements are being met.
- Attends program team meetings at regular intervals (i.e on a quarterly basis.)
- Attends program events, such as site visits from funders and legislative breakfasts.

Minimum Qualifications

- CSW, MPA, or other relevant Master's degree with experience working with high-risk families in a health care setting.
- Prior work in health and human services and contract management experience required.