



St. Lawrence County Health Initiative, Inc.

Job Description

JOB TITLE: Healthy Families of St. Lawrence County (HFSLC) - Program Manager

REPORTS TO: Executive Director

POSITION TYPE: Full-time (40 hours per week), Non Exempt

JOB SUMMARY: The Healthy Families of St. Lawrence County (HFSLC) program is an evidenced based parenting education program that is provided in families homes. The Healthy Families New York home visiting program matches parents with knowledgeable and caring workers who provide information and support during pregnancy and early childhood. Services include helping families' access community resources and services, educating families on parenting and child development, connecting families with medical providers, and assessing children for developmental delays.

WORK ENVIRONMENT: The Healthy Families of St. Lawrence County (HFSLC) Program Manager will work an estimated 70% in an office environment and 30% in the field, working to establish and maintain community partnerships. Travel to out of county meetings with state-wide partners is required.

ESSENTIAL JOB FUNCTIONS (Other duties may be assigned):

1. Agency

- a. Participate in St. Lawrence County Health Initiative, Inc. (SLHI) activities and meetings as required.
- b. Understand all SLHI programs and look for ways they may be able to interact with Healthy Families.
- c. Cross train for other agency positions as appropriate and if needed.
- d. Participate in other projects within the Health Initiative to support the organization's mission, growth and recognition in the community. This includes but is not limited to:
 - North Country Jr. Iron Chef (prior to, during and after event)

2. Sustainability Activities

- a. Work with the HFSLC Family Support Worker, Program Supervisor, the Executive Director and other agency staff to communicate regularly with the press, elected officials and the community.
- b. Participate in planning and hosting the Health Initiative's annual recognition event.
- c. Contribute to the agency newsletter on a regular basis.
- d. Provide regular contributions of pertinent items for the agency's Facebook page and other social media outlets.

3. Program and Evaluation

- a. Manages all aspects of the Healthy Families New York Program, including fiscal management, administrative, and service delivery components.
- b. Assists with overall planning and direction of the program.
- c. Supervises employees and provides team leadership.
- d. Provides training and orientation.
- e. Maintains records.
- f. Implements continuous quality improvement plan.
- g. Maintains local advisory board.



St. Lawrence County Health Initiative, Inc.

Job Description

- h. Participates in regular staff meetings.
- i. Reviews participant case plans.
- j. May provide direct service, e.g. crisis intervention, to families.
- k. Acts as liaison with other community agencies and with the HFNY Program contract manager and with HFNY State Leadership Group.

4. Administrative

- a. Maintain accurate records of program activities including meeting minutes and staff activity records.
- b. Understand and comply with agency personnel and fiscal policies and procedures.
- c. Complete all required project reporting in a timely fashion, including submitting any state required data and providing data for internal reports.

5. Technology

- a. Be familiar with Microsoft Outlook, Excel, Word and PowerPoint.
- b. Maintain and update project web pages and social media.
- c. Be familiar with or comfortable with learning online data reporting systems.

6. Other Duties

- a. Continue education via webinars, conference calls, online courses and workshops, seminars or trainings. This may require travel and days or evenings away from home.
- b. Other duties within the Health Initiative to support the organization's mission, growth and recognition in the community.

REQUIRED SKILLS

- Strong written and verbal communication.
- Health communications and counter-marketing.
- Strategic use of media (advocacy, earned and paid).
- Comfortable with public speaking, including both small and large group presentations.
- Willingness to learn new skills and the flexibility to adapt to changing job requirements.
- Ability to work independently within assigned projects.
- Ability to work collaboratively as part of a team.
- Program development, coordination and management.
- Fiscal and data management.
- Leadership development.
- Demonstrated organizational and time management skills.
- Ability to work effectively with diverse populations from community members to business owners
- Desire to interact collegially and professionally with other agency staff.
- Commitment to maintaining both internal and external confidentiality of program information, staff, program participants and community members at all times.

REQUIRED EXPERIENCE

- Master's degree in social work or health strongly recommended.



St. Lawrence County Health Initiative, Inc.

Job Description

- Four years of direct experience with at-risk families, including work in the field of child abuse or family violence and previous supervisory experience.
- Administrative experience in human service or related program(s), including experience in quality assurance/improvement and program development.

PREFERRED EXPERIENCE

- Knowledge and experience in strength-based and family-centered provision of primary prevention services, and/or direct experience as a home visitor.
- Knowledge of infant and child development, parent-child attachment, maternal-infant health, and the dynamics of child abuse and neglect.
- Skill in supervising staff, counseling, teaching, managing a budget and team building and motivation.
- Ability to provide leadership, set program goals and objectives, make difficult decisions, remain flexible and supportive of workers’ tasks, and be consistent and calm during crises.
- Respect for and sensitivity to the needs and rights of others, including those with differing cultural, racial, sexual, or ethnic identities.
- Ability to establish trusting relationships and work effectively with mothers, fathers, and extended family.
- Belief that children need to be nurtured.

OTHER REQUIREMENTS

- Reliable, personal transportation.
- Able and willing to attend conferences and meetings that require overnight travel.

JOB DESCRIPTION ACKNOWLEDGEMENT	
<p>All job requirements in the job description provided indicate the minimum level of knowledge, skills, and/or abilities deemed necessary to perform the job competently. Job descriptions are an overview of the duties, responsibilities and requirements of the position. Employees may be required to perform other job-related assignments as requested.</p> <p><input type="checkbox"/> I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I attest that I am able to perform the essential job functions as outlined with or without any reasonable accommodations.</p>	
Employee Signature:	Date:
Executive Director Signature:	Date: