



HEALTH CARE COALITION
OF SOUTHERN OREGON

JOB DESCRIPTION

Position Title	Location	Reports to
Healthy Start Program Manager	Josephine and Douglas Counties	Executive Director
Employment Status	FLSA Status	Salary Range
Full-time	Exempt	\$51,000 - \$65,500

POSITION SUMMARY

Under the guidance and direction of the Executive Director, the Healthy Start Program Manager assumes the day-to-day responsibilities for the management and implementation of Healthy Start of Southern Oregon in Josephine and Douglas Counties. This individual will also play a key coordinating role in developing and supporting Collective Impact activities in Josephine and Douglas Counties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

Grant Management:

- As identified HRSA Project Director, serve as principal liaison between the program's HRSA Project Officer and local community
- Ensure compliance with rules, regulations, conditions, program standards, and expectations
- Ensure that subcontracts are in place, and monitor performance of sub-contractors
- Develop and implement Quality Improvement Process
- Oversee data collection and performance monitoring for the project
- Ensure that all HRSA data reporting requirements are met
- Provide regular progress and performance reports to the Board of Directors

Implementation of Healthy Start Program with local Project Contractors:

- Conduct regular site visits and undertake monitoring functions to ensure that the project's contractors are carrying out their responsibilities, allocating resources responsibly, serving targeted populations, and maintaining accurate clinical records and reliable data bases
- Provide extra support and assistance to sub-grantee sites during key transitional times

Promote Quality Services:

- Work with Healthy Start sites to ensure that Community Health Workers, RNs, and Healthy Start Field Staff are adequately trained
- Assume responsibility for quarterly in-service training activities for field staff who are employed by the project's contractors, including identifying specific training needs

Data Collection, Quality Improvement, and Evaluation:

- Work with Program Sites and Data Analyst to ensure the accuracy and reliability of program data and to ensure that all data is inputted into the National Healthy Start Database
- Plan and implement the project's ongoing Quality Assurance/Quality Improvement Program



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Reporting:

- Work with Executive Director and Data Analyst to prepare progress/data reports with service statistics, an analysis of programmatic strengths and weaknesses, and recommended courses of action and/or corrective action
- Work with the Executive Director and Data Analyst to submit statistical, performance, descriptive, and financial data as required by the Notice of Grant Award
- Work with the Executive Director to prepare and submit the annual non-competing continuation grant proposal

Serve as Liaison between federal program and local community

- Represent and serve as spokesperson/champion for HCCSO and Healthy Start at a variety of meetings in the community that align with Healthy Start program goals
- Attend HRSA/MCHB Grantee meetings, and represent HCCSO on HRSA/MCHB related webinars, conference calls, and learning collaborative meetings

Collaboration and Collective Impact

- Work with the Douglas and Josephine Community Outreach and Engagement Coordinators to align program goals
- Participate in Douglas and Josephine County's Perinatal Task Forces in a leadership role and engage key stakeholders in issues related to perinatal health and health disparities
- Establish and maintain functional working relationships with local and state partners, including but not limited to Oregon's Title V Agency and the Oregon Center for Health Statistics

Additional Responsibilities:

- Assist Executive Director in developing and monitoring Healthy Start project budget, and in processing travel claims/expense reimbursements for the Project
- Must be able to travel between Josephine, Douglas, and Jackson Counties and to Washington, DC for grantee meetings
- May include some evening and weekend work
- May serve as site mentor to interns, and/or practicum students
- Perform other duties as assigned

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Understanding of perinatal health issues and public health principles related to maternal and child health
- Higher Education Degree in public health or related field and/or relevant experience
- Minimum of two years work experience in case management
- Experience with data, statistics, and evaluation
- Able to think strategically, develop and implement effective work plans
- Able to manage complex tasks and meet deadlines
- Demonstrated experience in program management
- Excellent written and interpersonal communication skills



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- Proficient in working with self-awareness along with having proven self-monitoring and self-correcting abilities
- Proficient with Word, Excel, Powerpoint.
- Demonstrated commitment to health equity and to maternal and child health

PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel, or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision and the ability to adjust and focus.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Received and accepted by

Signature: _____ **Name (print):** _____

Title: _____ **Date:** _____

Health Care Coalition of Southern Oregon is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable