

Program Manager Job Description

Level 1: Health Outcome Program

FSLA Status: Exempt

Job Class: Program Management

Revised: Nov. 05, 2021

Reports to: Program Director I. Manages a health outcome programs including management of grant, grant budget, and program integration. Organizational duties are assigned around a given area of expertise and are detailed in the offer, hire, and position change documents.

Required Travel

Required travel is driven by programmatic and organizational assignments. All PMs should expect to travel between 50-75% of their time when travel both locally AND nationally is considered (although almost all travel is local).

Essential Functions

- Performs all functions and activities within the guidelines and philosophy set forth in MHP Salud's Strategic Plan, policies, mission, goals and vision.
- Provides direct supervision to assigned staff, ensures new supervisees are orientated to the organization and program, and ensures timesheets are submitted on a timely basis and correctly reflect the work performed.
- Coordinates all day-to-day aspects of assigned program and works in partnership with other staff to achieve program and organizational goals and organizational objectives.
- Coordinates all activities within given program(s) to ensure quality and completion of activities.
- Coordinates staff development needs and makes recommendations to the Program Director for appropriate professional development opportunities for staff.
- Works with supervisor to recruit, hire, and provide orientation and evaluation of full time and part time staff either directly or through oversight of activity.
- Effectively and proactively uses technology and assists staff as needed in program for optimal use of technology.
- Reviews and provides supervisor with feedback on program budgets.
- Under direction of Program Director, interacts with funders in a professional and proactive manner.
- Conducts presentations at conferences, workshops and meetings and assists in preparing manuscripts for publication, curriculum, or other printed guides or materials.
- Conducts and monitors Community Health Workers in-person and virtually. Will monitor active CHW outreach and training and education classes.
- Facilitates training as required by programmatic need.
- Assists in the writing of grant proposals.
- Participates in the development of narrative reports and performs program and data analysis as needed.
- Monitors, guides, and implements strategic plan and performance outcomes of the grant to ensure program compliance as needed.

- Works collaboratively with other staff to carry out duties and functions of organization across sites, programs, and functions.
- Acts as liaison for, or as a representative of, the organization with various community and public agencies. Attends meetings which involve program or appoint appropriate designees.
- Participates in ongoing curriculum review and development.
- Ensures effective communication between program and other areas of the organization, as well as between organization, funders, partners, and other key external partners.
- Provides assistance, consulting, support and/or coaching to other parties as necessary to carry out programmatic goals.
- Promotes the Community Health Worker Model in the development and implementation of program and organization duties and assignments.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Must be well organized, detail oriented, and have the ability to multi-task in a demanding and constantly changing environment.
- Must be able to analyze and synthesize information.
- Must work independently, creatively, and be self-motivated.
- Must be able to analyze databases and provide basic evaluation as needed.
- Ability to work collaboratively and facilitate teams.
- Demonstrate supervision skills with ability to maintain confidentiality and accessibility.
- Must be able to convey information, guidance and work directions, instilling a sense of mission, service, cooperation, and collaboration with staff and within assigned work areas.
- Must have excellent oral and written communication skills.

Required Education and Experience

- Earned Associates required. Bachelor's degree preferred.
- 1-2 years' experience as a CHW or in community based/outreach work
- Computer literacy with proficiency in spreadsheet, database, presentation, and word processing software.
- Knowledge or ability to quickly obtain knowledge, of population served, community resources, and program outcomes.
- Read, write, and speak English and Spanish required.
- Community Health Worker experience a plus.
- Valid driver's license and insurance required.
- Current TB test
- Valid Passport