



**PROGRAM MANAGER – HEALTHY FAMILIES AMERICA
CCLS COMMUNITY HEALTH BOARD
JOINT AFFILIATION: CARLTON–COOK–LAKE–ST. LOUIS COUNTIES**

JOB TITLE:

Program Manager - Healthy Families America

EMPLOYER:

Carlton-Cook-Lake-St. Louis Community Health Board (CCLS CHB)

SUPERVISOR:

Director, Carlton-Cook-Lake-St. Louis County Community Health Board (CCLS CHB)

WORK AREA:

Carlton, Cook, Lake, and St. Louis Counties

JOB SUMMARY:

The Healthy Families America (HFA) Program Manager is responsible for the management of operations for the joint affiliation of the Carlton, Cook, Lake, and St. Louis County HFA Program, including program planning, funding, deliverables (training and services), staffing, and adherence to HFA Best Practice Standards. The Program Manager is responsible for development and oversight of budgets, contracts, funding requests and reports, and affiliate agency deliverables. The Program Manager is also responsible for facilitating collaboration with community and state partners, and in public relations. The HFA Program Manager will work collaboratively with the HFA Supervisors, Public Health HFA Core Team, and CHB Director to meet county and joint work plan goals and to meet HFA Accreditation Standards.

This position is 32 hours per week (0.8 FTE), plus health insurance and other benefits.

DUTIES AND RESPONSIBILITIES:

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification

- Provides management and oversight of the Joint Affiliate HFA Program for Carlton, Cook, Lake, and St. Louis Counties: Leads and supports the ongoing development and operation of this partnership
- Provides strategic leadership to the HFA Core Team (Steering Committee) and Advisory Committee by advising on trends, strategies and best practices to increase service effectiveness
- Oversees the work of the HFA Joint Affiliate program, and develops and monitors the annual HFA Program budgets, work plans and other deliverables
- Leads development of affiliate-wide HFA policies, procedures, and guidelines for optimal implementation and evaluation
- Manages MDH EBHV – HFA Expansion grant (and/or other funding sources): coordinate fulfillment of all required grant reporting and deliverables, and act as the primary liaison with MDH MCH Evidence-based Home Visiting Team
- Provides leadership and oversight of the HFA accreditation activities and policy and protocol development/implementation
- Provides Technical Assistance/Quality Assurance for the Carlton, Lake, and St. Louis HFA partners. Complete site visits, create reports, and provides leadership to the Quality Improvement team.
- Coordinates management of HFA database, and collaborates with the St. Louis County Clinical Informaticist and HFA Team regarding optimization and cross-county compatibility of the Nightingale Notes Electronic Health Record for HFA documentation and data retrieval.

- Develops and monitors program metrics, and provides direction for Continuous Quality Improvement including operations, policies, outcomes and budget
- Mentors staff in areas of subject matter expertise and provides internal/external training as needed
- Assures staff training and development, consultation, support and coordination of service delivery
- Provides program support and oversight of the HFA Program Supervisor and family home visitors
- Acts as spokesperson for the HFA program and updates, educates, and convenes community partners and stakeholders on behalf of the program

MINIMUM QUALIFICATIONS:

- Bachelor’s degree in public health, nursing, social work, child development, or other related health or human services field with a minimum of 3 years relevant experience working with priority populations experiencing barriers to health and well-being
- Or, a Master’s degree in public health, nursing, social work, child development, or other related health or human services field with a minimum of 1 year relevant experience working with priority populations experiencing barriers to health and well-being
- Demonstrated knowledge of nursing, public health and/or human services work principles and ability to carry out those principles in day-to-day professional practice

REQUIRED SKILLS AND ABILITIES:

- Strong and effective communication and problem-solving skills, including personal, written and public speaking skills
- Self-motivated and able to work both independently and with team members to accomplish tasks, plan functions, and resolve problems
- Knowledge of budgeting and financial management
- Ability to develop effective relationships with staff, community members and agencies, and with state staff and organizations.
- Ability to organize work effectively and efficiently and effectively manage multiple priorities
- Strong evaluation skills, specifically the ability to collect data, and prepare and interpret accurate reports
- Strong team facilitation skills
- Proficient in computer skills specifically word processing (i.e. Microsoft Word, PowerPoint and Excel)
- Knowledge of family and community systems, community resources, and services which embrace the concepts of family-centered and strength-based service provision
- Experience in home visitation services to culturally diverse communities/families and the ability to be culturally sensitive and respectful of all individuals and families
- Demonstrated ability to lead multidisciplinary groups, and facilitate team problem solving and conflict resolution

REQUIRED LICENSURE:

Social Worker Candidates: Current licensure as Social Worker in Minnesota

Nursing Candidates: Current licensure as a Registered Nurse in Minnesota, with additional registration as a Public Health Nurse in MN

For all candidates: Valid Minnesota Driver’s License

PREFERRED EDUCATION AND EXPERIENCE BEYOND MINIMUM QUALIFICATIONS:

- Master’s Degree in health or human services: nursing, social work, education, child development or other related field
- Administrative experience in public health, human service or related field including skills in quality assurance/improvement
- Demonstrated success in serving in or managing Evidence-Based Home Visiting Program(s)
- Previous training and experience in the Healthy Families America program, including successful completion of the following trainings: HFA Core Home Visiting and Core Assessment Training including the supervisory components; HFA Peer Reviewer and TA/QA Training; Great Kids Inc. Growing Great Kids Curriculum Training
- Experience and proficiency in the role of HFA Reflective Supervision
- Considerable knowledge of the Health and Human Services fields of professional practice
- Considerable knowledge of strategic planning and implementation
- Ability to exercise sound decision making within the framework of departmental, State guidelines, and National Standards of Practice
- Proven ability to inspire, train, and coach staff and community partners, and to support and advise team members.

WORK ENVIRONMENT:

Work is performed from a designated office space in the Duluth CHB offices, and within the region. This Position requires use of an employee furnished vehicle, valid driver’s license, and auto insurance for regional and in-state travel. Travel costs are reimbursed to the employee in compliance with the Minnesota Commissioner Plan. The Program Manager works primarily weekday hours, but may also work flexible hours including evenings and weekends as the work requires. Lifting requirement of up to 20 pounds on an occasional basis. Equipment used may include, but is not limited to computer, printer, calculator, phone, copy and fax machines.

The CHB provides a competitive salary commensurate with experience, as well as a competitive benefit package. The employee will be eligible for Public Employee Retirement (PERA) benefits.