

Position Title:	Healthy Families America Supervisor/Program Manager				
Working Title:	Same				
Agency Unit:	Healthy Families America Home Visitation	Reports to:	Director		
Employment Status:	Full time	Pay Grade:	\$33,280-\$52,000 Bachelor \$45,000-\$60,000 Master	FLSA Status:	Non exempt

Position Summary: The HFA Supervisor/Program Manager provides ongoing supervision of home visitation staff, database management, report generation, statistical analysis, quality improvement planning and execution, community relations, marketing, new business generation and regular board reporting. This position also provides program planning, budgeting, staffing, training, program evaluation and office management. Additional duties may include fund raising, and facilitating ongoing collaboration with community/state partners and public relations.

Minimum Qualifications: Bachelor's degree minimum/Master's degree preferred in family counseling, social work, psychology/sociology, nursing or related field.

Valid Nebraska driver's license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.

Essential Duties:

1. Provide ongoing weekly, reflective supervision to the direct service staff guided by Healthy Families America Critical Elements
2. Assure quality of service provision
3. Protect the integrity and respect of the families served
4. Provide orientation and in-service training
5. Assists in or maintains the data collection system
6. Contributes to the work environment within PPHD with an emphasis on professional growth, teamwork and productivity.
7. Work in collaboration with area and state partners for assessment, development, implementation, and evaluation of programming.
8. Maintain accreditation as a Healthy Families America program which includes developing policies and procedures and continuous quality improvement for the home visitation program.
9. Comply with all reporting requirements including work plan development and contract deliverables.
10. Other duties as assigned.
11. Must be able to use own vehicle for travel if company vehicle is not available.
12. Ability to work occasional evenings and/or weekends as needed.
13. Able to work in a smoke-free and drug-free work environment
- 14.

Knowledge, Skills and Abilities: This position will require the following knowledge, skills, and abilities:

- Sense of acceptance and fairness
- Empowering and nurturing
- Knowledgeable in providing home-based services and assessment
- Knowledge of maternal-infant health and concepts of child abuse and neglect
- Solid understanding and experience in managing/motivating staff as well as providing support in stressful working environments
- Experience in working with multi-problem families

- Experience in working with culturally diverse communities/families and the ability to be culturally sensitive and appropriate
- Communicate effectively and work collaboratively with individuals and groups from a wide variety of backgrounds, interests and experiences.
- Excellent written and oral communication skills.
- Advanced computer skills; demonstrates ability to use and create data queries and reports. .

- Other*
- Participates in PPHD and community emergency response training and drills in support of public health emergency and disaster preparedness consistent with job functions.
 - Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups and contributing to a work environment where continual improvements in practice are pursued.
 - Performs other duties assigned consistent with job classification.
 - Adheres to all HIPAA and PPHD confidentiality and privacy policies and practices.

Behavior

Treats other with courtesy and respect in all interactions and abides by PPHD's Guiding Principles.

Expectations:**Work**

General office setting in the PPHD office sites, as well as community sites. Equipment used to perform functions is computer, fax, copier, personal or PPHD vehicle, and public health equipment and supplies.

Environment: