Position Title: Healthy Families Nebraska Panhandle Program Manager

Working Title: Same

Agency Unit: Healthy Families Nebraska Panhandle Home Visitation

Reports to: Director

Employment Status: Full Time  Pay Grade: $19 - $25 hourly Bachelor  $25 - $30 hourly Masters  FLSA Status: Non exempt

Position Summary: The HF-NP Program Manager is responsible for the day-to-day management of the program, including program planning, budgeting, staffing, training, evaluation and office management in collaboration with the Program Supervisor. Program Manager also provides database management, report generation, statistical analysis, quality improvement planning and execution, community relations, marketing, new business generation and regular board reporting.

Minimum Qualifications:
- Master’s degree in human services or fields related to working with children and families, or bachelor’s degree in these fields with 3 years of relevant experience;
- A solid understanding of and experience in managing staff;
- Administrative experience in human service or related field including experience in quality assurance/improvement and site development;

Essential Duties:
1. Create all weekly, monthly, and yearly operational reporting to staff and supervisor.
2. Maintain accreditation as a Healthy Families program which includes developing policies and procedures, and continuous quality improvement for the home visitation program.
3. Provide a minimum of monthly, consistent supervision for the Program Supervisor that is reflective, administrative, and supports professional development
4. Work collaboratively with Supervisor to plan and conduct weekly staff meetings
5. Manage and conduct quarterly Advisory Board meetings
6. Create Cultural Sensitivity, Acceptance Analysis, and Employee Retention/Turnover reports for Advisory Board at least once every two year.
7. Monitor Healthy Families Contract and create an annual business plan
8. Assists in selection of staff
9. Conducts record and file reviews as needed
10. Monitors database input quality and provides ongoing feedback to staff and Datatude as needed
11. Act as a liaison with other agencies
12. In partnership with Supervisor and PPHD Director, develop and maintain effective working relationships with funders, the public, businesses, civic, professional, governmental and volunteer agencies working towards common goals
13. Take the lead on the Healthy Families Accreditation processes including the self-study and site visit.
14. Attend and/or participate in conferences, workshops, and other training related to job functions
15. Contributes to the work environment within PPHD with an emphasis on professional growth, teamwork and productivity
**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
- Experience in managing/motivating staff as well as providing support in stressful working environments
- Clinical experience in working with multi-problem families
- Experience in working with culturally diverse communities/families and the ability to be culturally sensitive and appropriate
- The core functions and essential services of public health
- Effective presentation of data to address scientific, political, ethical and social public health issues
- Program planning and project management
- Apply the principles, practices and theories of public health assessment and planning to health promotion, policy development, and health improvement
- Communicate effectively and work collaboratively with individuals and groups from a wide variety of backgrounds, interests and experiences
- Demonstrate ability to facilitate processes with diverse groups
- Excellent written and oral communication skills
- Advanced computer skills; demonstrates ability to use and create new databases and spreadsheets, data queries and reports, presentation and publisher software, and internet searches

**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.
- Valid Nebraska driver’s license, current certificate of vehicle insurance, and access to reliable transportation to all assigned work locations.
- Ability to work occasional evenings and/or weekends as needed.

**Behavior Expectation:**

Treats others with courtesy and respect in all interactions and abides by PPHD’s Guiding Principles.

**Work Environment:**

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. Must be able to work in a smoke-free drug free worksite.