**POSITION DESCRIPTION**

***Healthy Start* Program Manager**

**Reports to:** Executive Director, Health Care Coalition of Southern Oregon

**Status :** Exempt

**Supervises:** May work with contracted staff on special projects

**SUMMARY**

Under the guidance and direction of the Executive Director and Board of Directors for the Health Care Coalition of Southern Oregon, the *Healthy Start* Program Manager is the individual who assumes the day-to-day responsibilities for the management and implementation of *Healthy Start of Southern Oregon* in Josephine, Douglas and Jackson Counties. *Healthy Start* is a National Program, funded by HRSA’s Bureau of Maternal and Child Health. Its purpose is to reduce disparities in infant mortality, reduce adverse perinatal health outcomes, and improve a broad array of perinatal health indicators, including birthweight, entry to prenatal care, and number of births to adolescents. *Healthy Start of Southern Oregon* will contract with Public Health Departments and Safety-Net Community Health Centers in Jackson, Josephine and Douglas Counties to provide outreach, case management, and service coordination to women residing in rural areas of these counties. *Healthy Start of Southern Oregon* also aims to drive collective impact and systems change at the regional level, through coordination, integration, and mutually reinforcing activities among health, social services, and other providers and key leaders in the community. The *Healthy Start* Program Manager will play a key coordinating role in developing and supporting a Perinatal and Early Childhood Collective Impact Network.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

● Serves as liaison between the federal project and the local community, and assures compliance with federal rules, regulations, conditions, program standards, and expenditures.

● Establishes systems for, and undertakes those monitoring functions deemed prudent and reasonable, to assure 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.

● Assumes responsibility for the provision of quarterly in-service training activities for community health workers and registered nurses who are employed by the project’s contractors, including identifying specific training needs.

● Establishes and maintains functional working relationships with local and state collaborative partners, including but not limited to Oregon’s Title V Agency and the Oregon Center for Health Statistics. Secures perinatal vital statistics on an annual basis for each target community.

● Coordinates the activities of the Perinatal & Early Childhood Collective Impact Network (PECIN), including but not limited to: serving as staff to the PECIN; convening regular meetings; supervising the distribution of agendas with sufficient advance notice; supervising the maintenance of minutes of meetings.

● Prepares quarterly progress/performance reports to the Executive Director, Collective Impact Network and Board of Directors of the Health Care Coalition of Southern Oregon which provide service statistics, an analysis of programmatic strengths and weaknesses, and recommended courses of action and/or corrective action.

● Works as a member of a team, in concert with contractors, the program evaluator, and the data analyst, to assure the accuracy and reliability of program data; shares responsibility with the data analyst for data quality. Develops and oversees the project’s continuous quality improvement program.

● Works with the Executive Director to submit statistical, performance, descriptive, and financial data as required by the Notice of Grant Award.

● Works with the Executive Director to prepare and submit the annual non-competing continuation grant proposal for the Maternal Child Health Bureau/HRSA.

● Attends HRSA/MCHB Grantee meetings, and represents HCCSO on HRSA/MCHB related webinars, conference calls, and learning collaborative meetings.

● Represents Health Care Coalition of Southern Oregon at a variety of meetings in the community.

**Experience/Skills/Qualifications:**

* Valid Oregon driver’s license and acceptable DMV record
* Demonstrated experience in program management
* Highly motivated with ability to work independently and as part of an interdisciplinary team
* Strong people and networking skills required, including ability to work effectively with health professionals and community leaders
* Microsoft office Computer Skills
* Personal commitment to maternal and child health issues
* Must be able to travel between Josephine, Douglas, and Jackson Counties and to Washington, DC for grantee meetings

**Education:** Degree in public health, health education, nursing or related field preferred.

**Hours:** 0.75–1.0 FTE.

**Benefits:** Prorated benefits package, based on FTE, including Paid Time off for holidays, vacation and sick time. Reimbursement for health insurance expenses.

**Compensation:** Salary range and FTE will be negotiated, based on previous experience and qualifications.

**Application Process:**

Please send resume and cover letter via email to:

Maggie Sullivan

Executive Director, Health Care Coalition of Southern Oregon

Email address: Maggie.sullivan@hccso.org

For more information: 541-774-8095 or www.hccso.org