

Indian River County Healthy Start Coalition, Inc.

PROGRAM DIRECTOR

JOB DESCRIPTION

- I. Job Title: Program Director
- II. Basic Function: The Program Director will function as the liaison between the Coalition and those agencies with whom the Coalition has contracts and/or interagency agreements to ensure full compliance with agreed terms and conditions and the agreed upon system of quality improvement for contracted services. The Program Director will report directly to the Executive Director.
- III. Job Summary:
 - A. Duties, Responsibilities and Authority
 1. Understand and apply applicable rules, regulations, policies and procedures relating to contract management activities and grant projects.
 2. Assist providers of Healthy Start services to understand contractual obligations by providing technical assistance and training.
 3. Assist Executive Director with required deliverables for grants and other Coalition projects. Work with program managers to develop program outcomes and coordinate the collection of data to track outcomes.
 4. Coordinate and conduct on site QI reviews in compliance with contracts and grant requirements.
 5. Develop collaborative relationships with service providers that will assure both formal and informal communications systems are in place to provide accurate and updated information on any changes in rules, policies or information that would assist them in carrying out their responsibilities.
 6. Develop collaborative relationships with local obstetric providers and pediatricians.
 7. Assist in evaluating program activities through tracking program outcomes, attending program staff meetings, analyzing program monthly Board reports, etc.
 8. Coordinate and assist in facilitating Coalition meetings which include:
 - Program Managers meeting
 - Access to Care meetings
 9. Coordinate and direct communications and marketing of committee and Coalition meetings and Coalition programs; updating the Coalition website monthly.
 10. Coordinate completion of Service Delivery Plan requirements, including action steps. Report quarterly on Service Delivery Plan activities and update Service Delivery Plan yearly. Coordinate completion of new Service Delivery Plan every 5 years.

11. Assist with Coalition projects and presentations, which may require flex-time hours including evenings or weekends on occasion.
12. Serve as staff representative at Coalition or community meetings as assigned. Examples of community meetings include:
 - Connected 4 Kids Coalition
 - Tobacco Free Partnership
 - Health Services Advisory Committee
13. Serve as staff representative on Department of Health conference calls for Infant, Maternal and Reproductive Health, Community Liaisons and SOBRA providers.
14. Collect consumer and provider input on maternal/child health issues by coordinating or facilitating focus groups, administering surveys, etc.
15. Participate in Florida Association of Healthy Start Coalitions trainings and committee meetings.
16. Prepare monthly reimbursement report and invoices for SOBRA and Waiver contracts.
17. Review, sort and stamp incoming mail and process incoming checks.
18. Deposit Coalition checks into checking accounts.
19. Perform other duties as assigned or required.

B. Knowledge, Skills and Abilities

- Ability to establish and maintain effective working relationships with Coalition membership, staff, contractors, and grantors.
- Must be able to communicate clearly and concisely, orally and written, with special attention to professional language use and formats.
- Ability to implement quality assurance and improvement measures.
- Ability to collect, compile and analyze data.
- Knowledge: Computer literacy in word processing, spreadsheet, database and other computer applications.
- Self-directed and motivated.
- Strong verbal and written skills.

C. Materials and Equipment Used

1. Computer software including Microsoft Office software and SPSS statistical software, telephone, fax machine, copier, telephone answering machine

IV. Supervision

A. Received

1. Supervisor: Executive Director

B. Exercised

1. Supervision of committee members, volunteers and in the absence of the Executive Director, supervision of the Office/Fiscal Coordinator.

- V. Basic Qualifications: This position requires a Bachelor's Degree or a minimum of five years professional experience with an emphasis on social services. Experience in data analysis, program development and quality improvement is desirable. Proficiency in computer applications like word processing, spreadsheets and other relevant software is required.
- VI. Physical Requirements: Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to lift, carry, push, pull or move objects.
- VII. Travel: Local travel, occasional travel to training sessions/conferences within state.
- VIII. Job Status
 - A. Regular, Full time.
 - B. Salaried.