



PROGRAM MANAGER - PREVENTION

DEPARTMENT: Health and Human Services

DEFINITION: Under the direction of the HHS Deputy Director of Public Health and Prevention, provide planning, administration, management oversight and supervision to Prevention programs, including but not limited to Tobacco Control Program, Substance Use Disorder (SUD) Prevention, and the Women, Infants and Children (WIC) nutrition program.

ESSENTIAL JOB DUTIES: Provides management oversight to the WIC, Tobacco Control, Substance Use Disorder Prevention and other prevention programs, ensuring that assigned staff is provided training consistent with program-specific regulatory requirements and that client records, assessments, eligibility determinations, and issuances when applicable are conducted consistent with federal and state regulations. Ensures dietitian-required services are completed pursuant to regulations at initial and annual assessments. Coordinates with the department dietitian to ensure nutrition planning, education and counseling are provided to WIC clients and other identified populations. Ensures dietitian provides training to staff in the provision of individual and group nutrition counseling. Assists in the preparation of the prevention budgets; writes required annual reports as needed; prepares for state audits; and performs other duties as assigned. Plans, directs, and administers the implementation and ongoing management of multiple prevention programs, primarily through subcontractors, in the most cost-effective and services-oriented manner; facilitates and provides positive leadership to program, project, and multi-disciplinary team members. Directs, coordinates, and monitors the development of designated programs' work plans, priorities, and evaluation criteria; assigns work activities, projects, and teams; performs the most critical and sensitive professional representation, facilitation, and negotiation tasks; monitors and evaluates work in progress and at completion to ensure compliance with program and project criteria. Identifies programmatic goals, objectives, priorities, and activities to be accomplished consistent with the First 5 mission, and in a Health and Human Services context; develops strategies for the successful achievement of those goals, objectives, and priorities; directs and coordinates the implementation of accepted strategies and plans. Identifies and develops new and/or modified programs that would promote and enhance the mission, goals, and objectives of First 5; initiates, oversees, and participates in the necessary research and analysis to justify the appropriateness of implementing the proposed program/project. Serves as a contributing member within the Health and Human Services management team; participates in the development and implementation of Departmental policies, procedures, and systems; participates in the identification and allocation of fiscal, staffing, and material resources; represents First 5 and the Department of Health and Human Services with the State, local partners, the community and outside organizations.

EMPLOYMENT STANDARDS

Qualifications: At least five (5) years of progressively responsible professional/clinical experience including at least three (3) years of administrative and management/supervisory responsibility. A bachelor's degree or higher with emphasis in behavioral science, social science, and/or business/public administration is preferred. Note: Up to two years of additional relevant experience (beyond the 5-year minimum) may be substituted for up to two (2) years of education.

Knowledge of: Advanced principles and practices of leadership, motivation, team building, and conflict resolution are desired, as well as standard and accepted organizational and management practices and prevention strategies as applied to the development, analysis, and evaluation of programs, policies, and operational needs.

Ability to: On a continuous basis, receive and understand budget and technical reports; interpret and evaluate staff reports; know laws, regulations, and codes; observe performance and evaluate staff; problem solve

department-related issues; remember various rules, and explain and interpret policy. Interpret and apply County policies, procedures, rules, and regulations in an effective manner. Communicate clearly and concisely, both orally and in writing using appropriate language and grammar. Supervise, train, and evaluate assigned personnel. Work with various cultural and ethnic groups in a tactful and effective manner.