HEALTHY FAMILIES PROGRAM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Responsible for administering the Healthy Families of Herkimer County Program which includes planning, budgeting, staffing, training, program evaluation, and office management. The incumbent may also facilitate fund raising, ongoing collaboration with community and state partners, and public relations. The work is performed under the general supervision of the Supervising, Community Health Nurse with leeway allowed for the use of independent judgment in carrying out work activities. Direct supervision is exercised over all Healthy Families Grant personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

-Assist the Public Health Department officials in planning, implementing, coordinating, and evaluating the program;
-Supervises program staff to ensure that quality of services and maintenance of agency standards and policies are adhered to;
-Evaluates the performance of all Healthy Families Grant personnel;
-Plans, coordinates, and conducts educational programs for staff and other agencies;
-Participates in surveys, studies, and research in the field of child abuse, prenatal or new birth health issues;
-Participates in conferences and community programs with state partners or other agencies;
-Complies and reviews appropriate records and reports as required;
-Assists in developing manuals, guides, and informational materials for use by program staff or in promotion of the Healthy Families program;
-Develops and/or prepares publicity related to program marketing plans and effectively communicates information to aid in program acceptance;
-Coordinates fund raising activities;
-Facilitates collaboration with community and/or state partners.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of child development and family relationships; thorough knowledge of laws and regulations of child abuse and neglect; good knowledge in supervision of staff; good knowledge in the administration of a human services program; ability to plan and supervise the work of others; ability to prepare written reports; ability to operate a computer; ability to express oneself clearly and concisely, both orally and in writing; ability to exercise discretion and sound judgment.

MINIMUM QUALIFICATIONS:

Either:

(A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Human Services, Social Work, Psychology, Sociology, Family Counseling, Early Childhood Education, Nursing or related field;

Or

(B) Graduation from a regionally accredited or New York State registered college or university with a Associates Degree in Human Services, Social Work, Psychology, Sociology, Family Counseling, Early Childhood Education, Nursing or related field and two (2) experience in a community oriented public or private agency adhering to prescribed standards, one (1) year which must have been in a supervisory capacity.

NOTE: Verifiable part-time experience will be pro-rated toward meeting the full-time experience requirements.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet fieldwork requirements in a timely and efficient manner.

Competitive Class
Adopted 01/24/2008 Personnel Officer
Revised 12/26/2012 Personnel Officer
Revised 01/24/2013 Personnel Officer