



Old Mill Center
for Children & Families

Job Description

Position: Healthy Families (HF) of Benton and Linn Counties **Program Manager**

Vision: A community that works collaboratively to ensure that all children and families have access to early education, mental health and occupational health services to improve their well-being.

Mission: Old Mill Center for Children and Families (OMC) is a community-based, family-oriented center empowering children and families of diverse backgrounds to optimize their potential through specially designed education and therapy programs.

Position Summary: This position is responsible for the overall management of the Healthy Families program in Benton and Linn counties including supervision of all program supervisors, ongoing collaboration with community and state partners and oversight of the Healthy Families program budget. The Program Manager is responsible for maintaining high quality standards of service provision and protecting the integrity and respect of families served. They also ensure all policies and procedures for the Healthy Families program and OMC are followed.

Qualifications: Master's degree in public health/human services administration or fields related to working with children and families, or Bachelors' degree with 3 years of relevant experience, or less than a bachelor's degree but with commensurate HFA experience required. Experience in quality assurance/continuous improvement and site development desirable. The ideal candidate has a solid understanding and experience in managing, supervising, supporting and motivating staff from diverse backgrounds with values grounded in equity. Knowledge of infant/child development and parent child attachment as well as a strong background in prevention services to the 0-3 age population is desirable. Experience with home visiting and providing services to culturally diverse communities embracing the concepts of family-centered and strength-based service provision is helpful. Knowledge of reflective supervision desirable. Infant Mental Health Endorsement is preferred.

Responsible to Whom: The Healthy Families Program Manager reports to the Executive Director.

Responsibilities:

- Works with team of home visitors and supervisors to meet the Healthy Families Performance Indicators and quality standards.
- Manages local Healthy Families Program Policies and Procedures Manual and updates the manual annually with input from staff and the Healthy Families Advisory Committee.
- Analyzes and develops plans required by Healthy Families America (HFA) regarding participant Screening & Acceptance, Retention, Home Visit Completion, Cultural Sensitivity, and Staff Turnover.
- Ensures staff are well trained according to Healthy Families Oregon (HFO) requirements and maintains professional development plans and training schedules, updating as required.
- Attends HFO program manager training as required.
- Provides regular supervision and support to Supervisors and Eligibility Screener as per HFO guidelines. May provide supervision to home visitors when needed
- Monitors participant screening, program acceptance, and home visit completion data.
- Ensures comprehensive data collection and monthly, quarterly and annual reporting to stakeholders.
- Manages Medicaid funds administration and time studies.
- Maintains active relationships with the Linn-Benton-Lincoln Early Learning Hub and other related community partners.
- Reviews and organizes all forms to be sent to NPC Research.
- Coordinates with other agencies providing services to young children to share resources, avoid duplication of services, and assess community needs. Ensures Memorandums of Agreement are in place with all appropriate partners.
- Conducts or collaborates with community outreach activities aimed at prospective participants and referral sources.
- Works with the local HF Advisory Committee to promote and support the program.
- Assists in the development of annual budget and monitors program expenses.

Shared Responsibilities:

- Participates in OMC mandatory training, staff meetings and committees.
- Attends regular management meetings and disseminates information to staff as appropriate.
- Completes monthly and quarterly reports for OMC as required.

Other Related Duties/Responsibilities:

- Maintaining a positive job attitude including positive team behavior (e.g. willing to pitch in, problem solving attitude, positive communication style, etc.)
- Maintaining and updating criminal background checks and maintaining approved auto insurance and a good driving record.
- Reporting at regular working hours, being punctual and using an appropriate work ethic.
- Demonstrating good phone skills (courteous and positive) when representing OMC & HF interests.
- Writing in a clear, concise manner.
- Participating in OMC staff development activities, meetings and fundraising events.
- Following established standards, policies and procedures of OMC and HF.
- Ability to occasionally lift of up to 30 pounds.