HEALTHY START SUPERVISOR
Posting Number: #14-146
Annual Salary: $58,870
Application Deadline: 11:59 PM, Friday, October 31, 2014
Required Documents: Resume, cover letter, transcripts, and application

General Summary: Under the supervision of the Maternal Child Health Division Director, the Healthy Start Supervisor acts as the operational officer and supervisor of staff for the Healthy Start grant. Develops program policies and protocols, manages program budgets and prepares grant funding requests. Coordinates community resources for staff by providing the appropriate linkages. Represents the department on various committees and participating in conferences.

Essential Functions:

1. Develops, plans and implements program policies, procedures, and services. Assures the program operates in compliance with federal Healthy Start standards, policies and guidelines and grant contract terms and conditions.

2. Develops and monitors program budgets and expenditures. Researches and requests purchases to enhance the program and service to families.

3. Supervises staff. Participates in hiring, training and scheduling of staff. Assigns duties, approves leave time and travel request. Monitors staff performance and develops performance improvement plans as necessary.

4. Manages grants for compliance with funding requirements. Develop proposals and seek funds; and maintains eligibility criteria.

5. Monitors and tracks demographic and other data on clients participating in Healthy Start services. Completes all Healthy Start program reports, supervises data collection and tracking for the purposes of departmental reports, evaluations and fund development.

6. Develops marketing/educational materials to ensure visibility in the community and to further educational efforts. Creates marketing campaigns to provide outreach to the community.

7. Conducts regular site visits at community based sessions to ensure program compliance and purpose. Coordinates and collaborates with other Healthy Start staff members as well as key departments within ICHD.
8. Participates on various committees. Will serve on the Ingham County Infant Mortality Coalition.

9. Meets regularly with community stakeholders in order to engage and involve them in issues related to infant mortality and health disparities in our community and develops and maintains contacts with local and state agencies (i.e., MDPH, DHS) that provide funding and/or programmatic guidance of the programs in the center and the department.

10. Ensures that data is accessed and secured in compliance with departmental guidelines.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications**

**Education:** A Bachelor’s Degree in Public Health, Health Administration, Social Work or a field is required. Master’s Degree preferred.

**Experience:** A minimum of three years of experience working with public health programs is required. Previous experience in supervision and program management is preferred.

**Other Requirements:**

**Working Conditions:**
- This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.

- This position is exposed to communicable diseases, blood, other body fluids, etc.

- This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.

- This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**
- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, type, endure repetitive movements of the wrists, hands or fingers.

- This position’s physical requirements require continuous stamina in sitting, standing, climbing, typing and enduring repetitive movements of the wrists, hand or fingers.

- This position’s physical requirements require little to no stamina in all other physical requirements listed above.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to read fine detail and writing and numbering of documents and case files.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

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September 2014