

MEDICAL CARE DEVELOPMENT, INC.

11 Parkwood Drive
Augusta, Maine 04330

POSITION DESCRIPTION

Division: Public Health

Position: Program Manager (exempt position)

Description: Responsible for all elements of assigned projects

Accountability: Reports to the assigned Team Leader

Program Manager (Tier 2 and 3 competencies)

Analytical/Assessment Skills

- Expands access to public health data and information
- Adheres to, employs and ensures ethical principles in the collection, maintenance, use, application and dissemination of data and information
- Integrates the findings from quantitative and qualitative data into organizational operations

Policy Development/Program Planning Skills

- Develops plans to implement policies and programs
- Develops strategies for continuous quality improvement
- Evaluates information relevant to specific public health policy issues
- Implements plans and programs consistent with policies
- Implements organizational and system-wide strategies for continuous quality improvement

Communication Skills

- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Applies communication and group dynamic strategies in interactions with individuals and groups
- Ensures that the health literacy of populations served is considered throughout all communication strategies
- Ensures that the public health organization seeks input from other organizations and individuals
- Ensures a variety of approaches are considered and used to disseminate public health information
- Interprets demographic, statistical, programmatic, and scientific information for use by professional and lay audiences

Cultural Competency Skills

- Ensures that there are strategies for interacting with persons from diverse backgrounds
- Ensures the consideration of the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services
- Responds to diverse needs that are the result of cultural differences

Community Dimensions of Practice Skills

- Establishes linkages with key stakeholders
- Maintains partnerships with key stakeholders
- Negotiates for the use of community assets and resources
- Ensures the collaboration and partnerships of key stakeholders through the development of formal and informal agreements
- Uses group processes to advance community involvement

Public Health Sciences Skills

- Applies the basic public health sciences (including, but not limited to biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral health sciences) to public health policies and programs
- Integrates a review of the scientific evidence related to a public health issue, concern, or, intervention into the practice of public health
- Synthesizes scientific evidence from a variety of text and electronic sources
- Establishes partnerships with academic and other organizations to expand the public health science base and disseminate research findings
- Incorporates the Core Public Health Functions and Ten Essential Services of Public Health into the practice of the public health sciences

Financial Planning and Management Skills

- Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts
- Develops a programmatic budget
- Manages programs within current and forecasted budget constraints
- Evaluates program performance and uses evaluation results to improve performance
- Negotiates contracts and other agreements for the provision of services

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals
- Promotes individual, team and organizational learning opportunities
- Advocates for individual, team and organizational learning opportunities within the organization
- Ensures the measuring, reporting and continuous improvement of organizational performance

If team leader, see separate document for additional competencies associated with that position.

Qualifications: Bachelor's degree in health-related field is required. Master's level training in public health, health education or a related field is preferred; however, equivalent related work

experience may be considered. Exceptional writing and interpersonal communication skills and demonstrated cultural competence are essential. Detailed knowledge of all current Microsoft Office software programs as well as any other software programs necessary to perform the job.

Abilities: To perform this job successfully the employee in this position must be able to demonstrate functionality in most of the core competencies. Must be an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this position, it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other MCD offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality: MCD employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and MCD corporate confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety: MCD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands: Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Work Environment: The primary location of this position is a typical office environment. However, the responsibilities may require meetings, conferences, trainings, etc., that necessitate an individual to be in various public places.

Job Performance Evaluation: The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an

exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee Signature: _____

Date Reviewed: _____

Supervisor: _____