



## Job Description

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<b>POSITION TITLE:</b>	<b>Program Manager I, Health Specialist      #6217</b> <b>Head Start San Joaquin/Early Education and Support</b> <b>Educational Services</b>
<b>SALARY PLACEMENT:</b>	<b>Management Salary Schedule</b> <b>Range 8</b>

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### **SUMMARY OF POSITION:**

Under the direction of the Head Start San Joaquin Director and the Head Start San Joaquin Coordinator IV-School Nurse, the Program Manager I Health Specialist monitors, assesses, and advises the SJCOE Head Start Grantee operated program and its partner agencies in the application of and compliance with local, state, and federal regulations in the delivery of supportive health services for children and families enrolled in the Early Head Start and Head Start program.

### **MINIMUM QUALIFICATIONS-EDUCATION, TRAINING, AND EXPERIENCE:**

Possess an Associate's or Bachelor's Degree in health, social work or a health related field. Experience providing support and resources to families who have children with medical conditions using multi-disciplinary approaches, working with medical providers, social service agencies and other community agencies.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND EXPERIENCE:**

Two years of work experience in comprehensive health programs in a Head Start or Early Head Start program or similar agency providing services to children and families who are at risk. Knowledge of working with children with special needs and/or children who have experienced trauma.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to:

- Operate a computer including applicable computer hardware and software as related to report writing, recordkeeping and analysis
- Supervise, lead and evaluate staff
- Be flexible based on program needs
- Create and follow policies and procedures

Knowledge of:

- Assigned software;
- Effective health practices to support children and parents
- Local, state and federal regulations
- Methods in assessing and evaluating the quality and delivery of health services
- Data collection techniques

Possess:

- Leadership skills in scheduling, planning, coordinating and conducting meetings, trainings and events
- A valid California driver's license; have an acceptable driving record pursuant to SJCOE policy; and proof of liability insurance coverage in the minimum amount required by SJCOE policy; and must be insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

**DISTINGUISHING CHARACTERISTICS:**

The Program Manager series represents advanced management positions and has three levels.

**ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to:

1. Work effectively with county office programs, community organizations, government agencies, parents, students, and/or staff.
2. Maintain confidentiality on issues concerning program and staff.
3. Supervise and evaluate staff.
4. Participate, coordinate, or conduct a variety of meetings, committees, trainings, workshops, and/or conferences in order to present materials and information concerning department programs, services, operations, and activities; represent the SJCOE at local, regional, and state meetings, conferences, in-services, boards, councils, and events.
5. Maintain current knowledge and interpret applicable rules, regulations, policies, procedures, contracts, State and Federal laws, codes and regulations.
6. Communicate effectively both orally and in writing.
7. Analyze situations accurately and adopt an effective course of action.
8. Establish and maintain cooperative and effective working relationships with others.
9. Work independently with little direction.
10. Meet schedules and timelines.
11. Prepare reports as needed for program.
12. Oversee and manage budgets.
13. Monitor and evaluate program services related to health services.
14. Review health processes of grantee operated direct service program and those of partner agencies.
15. Monitor the implementation of program goals and objectives for compliance with local, state and federal regulations.
16. Monitor partner agencies to ensure adherence to criteria related to family confidentiality.
17. Review and recommend for approval, partner agency staff development and in-service training programs related to health services.
18. Collaborate with partner agencies to support children and families with health-related needs.
19. Provide partner agencies health and other staff as related with support materials and resources focused on supporting positive health practices.
20. Gather and input program report data for program reports as related to program requirements.
21. All other duties as assigned.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit and stand for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment and use the telephone.
3. Hear and understand speech at normal levels and on the telephone.
4. See and read the computer screen and printed matter with or without vision aids.
5. Speak so that others may understand at normal levels to small or large groups, and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.
7. Walk for extended periods of time and navigate outdoor terrain.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and/or outdoors in an educational and standard environment, and/or make home visitations. Employees may come in direct contact with students, parents, SJCOE and school district staff, outside agency staff, and the public.