

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Project Manager - Case Management POSITION #: 50105978

PROGRAM: Boston Healthy Start Initiative

SUPERVISOR: Director

SALARY: \$45,000 – 50,000 annualized, DOE

HOURS: 35 hours a week; May require some evenings and weekend work

The Boston Healthy Start Initiative (BHSI) is a federally funded program with the mission of improving birth outcomes for Black pregnant women and their infants (in the neighborhoods of Roxbury, Mattapan, North and South Dorchester, South End, Hyde Park, and parts of Jamaica Plain), using an enhanced case management model designed to address system fragmentation, and improve access to and coordination of OB/GYN and primary care. BHSI funds between 12 to 13 community health centers and community based organizations every year to provide an array of services to over 1,700 pregnant/postpartum Black women and their infants. Core services include outreach, case management, health education, interconceptional care, screening of maternal depression, and consortium participation.

DUTIES:

Provide clinical, administrative and programmatic supervision to all the BHSI case managers across sites (approximately 26 to 29 case managers)

Ensure BHSI case manager integration in health centers

Coordinate all case management activities and interventions across all aspects of the health centers including primary care, and OB/GYN

Support and promote BHSI work across all site departments

Ensure BHSI staff participation in all case conferences

Work with BHSI team to ensure that BHSI interventions, and trainings are standardized across sites

Coordinate all BHSI trainings for case managers, and appropriate staff at all BHSI sites

Work with consortium coordinator to ensure consumer representation is generated through target sites

Work with BHSI evaluator, associate director/quality assurance, and record extractor to ensure that all activities and interventions are properly documented, reported and that feedback is given to all case managers and sites on a timely basis

Work with BHSI case managers to ensure appropriate data inputs across sites

Supervise all data collection across sites and offer technical assistance when needed

Provide leadership for the mental health task force

Ensure site representation at all BHSI meetings to include the monthly consortium meetings

Ensure that all sites submit accurate monthly reports

Perform other duties as required.

MINIMUM QUALIFICATIONS:

Master in a Mental Health field or Master's with LICSW, LCSW required. Proof will be required.

Applicant must have a minimum of 5 yrs of supervision experience with direct service staff.

Bilingual-bicultural (Spanish & English) desirable.

Must have a valid driver's license and daily access to transportation

Must be able to maintain a flexible schedule for frequent evening meetings and periodic weekend events

Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

Boston residency required or willingness to relocate within 6 months of hire.

REQ#: PHC 2943