

BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Director, Health Education POSITION #: 50039555

PROGRAM: Child and Adolescent Health Division/CAFH
LOCATION: Northampton Sq, Miranda-Creamer and Finland
SUPERVISOR: CAFH Division Director
SALARY: \$65,000 - 70,000 annualized range DOE
HOURS: FT 35 hrs/week; some nights and weekends

The Director is a member of the Child and Adolescent Health Division management team, comprised of the Division Director and Director of Health Services. Oversees program planning, policy and research development, strategic planning, fund development and capacity building for the Health Education Subdivision. Jointly responsible for the management oversight of subdivision programs and primarily responsible for Training and Development and The Peer Leadership Institute. Provides secondary support to the BAHEC/Youth-to-Health-Careers Program (Y2HC) and the HealthCrew

DUTIES:

Primarily responsible for the overall planning, implementation and evaluation of Health Education Training and Development, Peer Leadership Institute and BPHC's summer programs for middle and high school youth. Ensure programming is developmentally appropriate (i.e., physical, cognitive/learning and psychosocial). Develop and manage the implementation and maintenance of media and communication efforts including division website, PSAs, other e-media related and social marketing tools/strategies (facebook, twitter, blog, etc.) Coordinate and implement interagency agreements with BPS and other community partners. Recruit, hire, supervise and evaluate staff. Comply with all BPHC administrative policies. Lead the execution and updating of the subdivision's strategic plan. Maintain a positive organizational environment. Provide fiscal oversight of CAHE budget, including city funds, external grants, income and third party reimbursement. Develop new services and programming through data analysis and grant writing. Attend funder meetings and advises staff on related programmatic and reporting requirements. Attend internal and external - local and national meetings as needed. Represent the division in BPHC led activities and citywide efforts involving children and youth. Collaborate with BPHC Intergovernmental office on legislative agenda as appropriate. Work in a confidential capacity with the Division Director. Meets regularly with director regarding all aspects of program operations, including but not limited to matters pertaining to program staff and other confidential matters. Operates independently. Uses independent judgment and discretion to make decisions affecting the program and staff as it relates. Make and recommend management and personnel decisions regarding program, including but not limited to promotion, transfer and assignment of staff, and imposition of discipline. Develop, implement and manage projects and/or initiatives related to the program for the provision of services and/or to ensure effective operations and compliance with established standards and/or contracted goals and objectives. Liaison with the Labor Relations office at BPHC. Represent management in grievance and arbitration process including hearings. Recommend reviews and assists in the creation of proposals for collective bargaining on behalf of the program and may attend and participate in collective bargaining as a management representative.

Perform other duties as required.

MINIMUM QUALIFICATIONS:

MPH/MEd, or related field preferred; Leader with 5+ years demonstrated success with program management including personnel, contract and budgetary supervision and oversight. Extensive knowledge and demonstrated experience of child and adolescent development (i.e., physical, cognitive/learning and psychosocial) and implementing educational programming focused on positive youth development. Demonstrated competency in evaluation including the effective use of data in designing programs. Goal-driven approach to work with a strong ability to develop a positive rapport with individuals from diverse sectors. Excellent project planning, prioritization and time management skills. Ability to manage multiple tasks and projects simultaneously and meet deadlines. Excellent ability to foster and successfully work in a team environment. Demonstrated ability to think strategically and work collaboratively to inspire, motivate and focus team members. Excellent writing, public speaking, training, and group facilitation skills required. Experience working with diverse service providers and advocacy groups. Familiarity with Boston neighborhoods and the Boston health, social service, public safety service providers systems preferred.

This position requires direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

A 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.)

REQ#: PHC 3007