

## BOSTON PUBLIC HEALTH COMMISSION

JOB TITLE: Program Manager

POSITION #: 50097220

PROGRAM: DelValle Institute for Emergency Preparedness/ Boston EMS

LOCATION: Miranda-Creamer Building

SUPERVISOR: Director

SALARY: \$40,000- 48,000 annualized range, DOE

HOURS: 35 hrs/wk 9-5 evening or wknd work may be required. May be required to be on-call or carry a pager.

### DUTIES:

Assists with developing, implementing and managing projects and/or initiatives for the DelValle Institute for Emergency Preparedness. Prepares reports; assists with developing and distributing training documents.

Serves as a Team Leader on specific projects. Assists with oversight of RFPs and grants, planning meetings, focus groups, and developing and distributing communications, brochures and educational materials.

Collaborates and meets with management staff to determine program requirements, standards and goals.

Assists in effective operations and compliance with established standards and/or contracted goals & objectives.

Reviews and analyzes information and data concerning disaster response and training to determine effectiveness; evaluates projects or initiatives to determine effectiveness and to recommend changes/improvements.

Responds to inquiries and maintains liaison with various external agencies to provide information concerning disaster response and training opportunities; collaborates with various private, state, local and federal agencies, area health care providers, and other organizations to exchange information and/or assist in resolution of problems.

Manage DelValle Institute budget and purchasing; participate in grant planning and coordination meetings.

Represents the DelValle Institute at meetings, conferences and other events.

May supervise employees; train staff; review the work of subordinates for completeness, accuracy & content.

Delivers services according to established program protocol.

Incumbent must be willing to perform general administrative work as needed (word processing, editing, copying, filing etc.).

Core competencies include, among others, the ability to: describe the agency role and chain of command in emergency response; demonstrate her/his role in regular drills; and recognize deviations from the norm that might indicate an emergency and take/facilitate appropriate action(s) such as communicating clearly within the chain of command.

Works in a confidential capacity with the Director. Meets regularly with program 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 to program operations/services and BPHC policy.

Performs other duties as required.

### MINIMUM QUALIFICATIONS:

Masters degree in Public Health, Health Policy Administration, or a related discipline, such as sociology, organizational psychology, public health nursing, or health communications preferred; OR BA/BS and 2 years of equivalent experience in program coordination or project management. Demonstrated experience coordinating/ implementing complex projects preferred.

Ability to write clear, concise reports, and to follow and to give written and oral instructions in a precise, comprehensible manner essential. Ability to analyze and interpret information and data required. Exceptional organizational skills with the ability of developing time lines and meeting deadlines imperative.

Excellent interpersonal skills and ability to communicate effectively, as well as ability to establish rapport with others and to maintain harmonious working relationships with others imperative. Advanced knowledge & experience with MSOffice, MSWord/Excel, and PowerPoint required. Experience with and knowledge of local community agencies and health care providers preferred. Demonstrated cultural competence with the diverse ethnic, cultural and socio-economic groups 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.)**

# **PHC REQ #: 3014**