

DUTY STATEMENT

MCAH Budget Line: 1

HEALTH JURISDICTION: County Health & Human Services Agency (HHS), Community Health Services

PROGRAM: Maternal, Child and Adolescent Health (MCAH)

PROGRAM POSITION: MCAH Director

COUNTY JOB SPECIFICATION: Senior Program Manager

GENERAL RESPONSIBILITIES: The MCAH Director is a Senior Program Manager who, under the direct supervision of the Deputy Director of HHS Public Health Nursing and in collaboration with the Health Officer, has the responsibility and authority to plan, implement, evaluate, coordinate, and manage MCAH and AFLP program services based on the core public health functions of assessment, policy development and assurance. The MCAH Director possesses in-depth knowledge and understanding of the overall MCAH program and of the assets, needs and resources of the community. This Senior Program Manager position must be a Skilled Professional Medical Personnel.

SPECIFIC DUTIES:

1. Administer and oversee development, implementation, evaluation and coordination of MCAH, AFLP, Field Nursing, Immunizations and Communicable Disease Control programs and services.
2. Provide skilled professional expertise to identify, coordinate, and expand services for the MCAH population through collaborative planning and development to assure evidence-based perinatal and family services.
3. Assist in planning and resource development with other agencies to improve the access, quality and availability of health and human services.
4. Direct resources and implement local policies and programs for effective interventions to meet program goals and objectives.
5. Participate in intra- and inter-agency efforts to identify barriers to the provision of health and human services for MCAH populations and develop plans to address them.
6. Participate in community collaborative efforts to develop and integrate comprehensive systems of developmentally and culturally appropriate systems of care for women, children and adolescents that meet their health and psychosocial needs.
7. Work with community partners to provide outreach activities for pregnant women and children to access early and continuous perinatal, infant, and child health care and health insurance, including Medi-Cal.
8. Address and monitor priority unmet needs identified in the local MCAH 5-Year Needs Assessment and Action Plan, measuring outcomes, evaluating progress and making modifications to the local Plan in order to achieve both State and local MCAH objectives of improved maternal, child, and adolescent health.
9. Monitor local health status indicators for pregnant women, infants, children and adolescents for the purpose of identifying at-risk populations and understanding the health needs in the community.
10. Participate in staff recruitment, selection, orientation, training, supervision and evaluation, ensuring adherence to State MCAH Program policy personnel requirements.
11. Maintain and update program policies, procedures and protocols as needed.
12. Participate in quality assurance activities that improve community health indicators for women, children, and families.
13. Participate in MCAH Action and State MCAH & AFLP Program meetings, trainings and technical assistance.
14. Participate in monitoring and evaluation activities of systems of care to determine the impact of local, county and state initiatives; to ensure the effectiveness and appropriate utilization of service delivery; and to evaluate their capacity to address client needs.
15. Develop and monitor program budgets and expenditures and oversee review of staff time studies for Federal Financial Participation and Title V.
16. Prepare program reports and correspondence.
17. Provide and participate in staff meetings and in service education.