



Job Title: Community Health Program Manager

Department: Parent Support Services

Reports To: Deputy Director

Status: exempt, regular

Hours: 40/week

JOB SUMMARY:

The Community Health Program Manager is responsible for the implementation and organization of CPI's CHW services, including outreach, Triple P- Positive Parenting In-home program and embedded group classes, and community partnerships. This position has primary responsibility to make sure all grant/contract requirements are met including scopes of work, data collection and reporting. The Community Health Worker Program Manager is responsible for supporting and training the CHW staff and maintaining relationships with CHW community partners.

ESSENTIAL FUNCTIONS:

- Creates teamwork among program staff, and the administrative and management teams in order to best carry out and meet the goals of the agency.
- Ensures all contract requirements are met including scopes of work, data collection and reporting.
- Ensures all licensing and compliance regulations are met.
- Ensures consistency with professional ethics, laws and agency policies and procedures.
- Collaborates with HR to recruit and hire new staff; conducts interviews and manages orientation and training process.
- Conducts regular check-ins with staff to evaluate performance.
- Conducts coaching, progressive discipline and employment termination meetings.
- Coordinates training and other related educational opportunities for program staff.
- Attends relevant community meetings.
- Participates in CPI leadership team meetings.
- Provides direct service as a CHW when needed.
- Other duties as assigned.

ESSENTIAL COMPETENCIES:

- Demonstrated competencies in supervising and training program staff.
- Interpersonal skills: cooperates and collaborates effectively. Ability to serve as a liaison between clinic staff, administration and support staff. Displays a professional demeanor. Promotes a cohesive, team-oriented environment.



- Ability to work effectively with a wide range of personnel and clients in a diverse community.
- Communications: express ideas clearly, concisely and effectively, both orally and in writing. Practice effective listening skills. Positively represent CPI to clients, employees, and other community providers.
- Time management skills and organization skills.

KNOWLEDGE, SKILLS AND EXPERIENCE:

- Experience in managing outreach teams.
- Experience in developing and presenting training materials.
- Knowledge/experience with domestic violence; parenting issues, child development and family resources.
- Knowledge and experience in working with diverse populations, utilizing culturally competent, strength-based strategies.
- Ability to supervise and collaborate with staff in a manner that is flexible and supportive yet ensures accountability
- Ability to work in partnership with a strong leadership and a committed staff with high standards.
- Basic computer skills required.

PHYSICAL REQUIREMENTS:

- Ability to lift 25 lbs (supplies)
- Prolonged sitting and working on a computer and telephone.

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned this job title. It is not all-inclusive, nor is it intended to create



a contract, written or implied, between employees and Child Parent Institute, nor does it in any way alter the at-will employment relationship that exists between employees and Child Parent Institute. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description. CPI is an equal opportunity employer.