SPRINGFIELD-GREENE COUNTY REGIONAL HEALTH COMMISSION

POSITION DESCRIPTION

Position Title: Program Manager  
Education Level: BA/BS Required; Masters Degree Required  
Responsible To: Executive Director  
Application Deadline: June 11, 2010

DESCRIPTION

The Springfield-Greene County Regional Health Commission is a Missouri nonprofit corporation and 501(c)(3) public charity whose mission is to assist in building community partnerships to promote affordable quality health care for the underserved. Under supervision of the Executive Director, the Program Manager will oversee and support the work of the Commission’s programs and special initiatives. The Program Manager will work collaboratively with the Board of Directors and committees to coordinate, implement and complete specific programs. The Program Manager is responsible to maintain consistency with the organization’s strategy, commitments and goals to ensure maximum effectiveness of all programs.

COMPETENCIES

Incorporates basic competencies into all aspects of the position, including:

- **Organizational Commitment:** Aligns own behavior with the needs and priorities of the organization.
- **Leadership:** Exudes confidence in serving as a champion in the formation and implementation of the Commission’s objectives.
- **Service Orientation:** Has a genuine desire to help others, especially those in need. Derives satisfaction from serving others. Understands people’s needs and overcomes obstacles in serving them.
- **Attitude Toward Change:** Adapts to and works effectively with a variety of situations, individuals and groups.
- **Personal Effectiveness:** Takes initiative to do more than is required in a job. Expresses self-confidence in stating opinions and when called upon to make decisions.
- **Achievement Motivation:** Sets challenging objectives and works to continually improve personal performance.
- **Learning Orientation:** Values and seeks opportunities to learn. Collects and uses information relevant to work-based problems.
- **Interpersonal and Team Performance:** Builds and maintains positive relationships with people on the job. Listens effectively to understand others.
- **Respect for Difference:** Recognizes and appreciates differences in style, approach and background.
- **Quality Focus:** Minimizes errors and maintains high quality by checking or monitoring data and work, and by developing and maintaining systems for organizing work and information. Actively explores ways to improve quality of output.
- **Problem-Solving Effectiveness:** Uses data and analytical thinking to identify problems and develop solutions.
- **Task Accomplishment:** Acts resourcefully to ensure that work is accomplished within specified time and quality parameters. Is able to focus effectively on more than one task or project at a time.
- **Proven Track Record and Required Skills:** Has demonstrated track record and/or possesses the requisite skill set required to accomplish goals and objectives set forth by the Commission.
**ESSENTIAL FUNCTIONS**

- Coordinates programs according to established Commission policies. Responsible to oversee program deliverables and resource allocation.
- Manages the planning and implementation of programs and committee-level work.
- Evaluates program deliverables using appropriate tools.
- Provides direction and support to program committees.
- Manages program changes and interventions to achieve program outputs.
- Facilitates communication among all committees, staff and community stakeholders by maintaining a communications portal and database as well as providing general education materials.
- Monitors grant objectives and recordkeeping. Regularly reports the status of all programs to the Executive Director.
- Quality assurance.
- Aids in the development of funding proposals to support the work of programs.
- Plans and implements public events that raise awareness and educate community members.
- Evaluates regional needs as they relate to program areas.
- Administers various day-to-day operations.

**QUALIFICATIONS**

- Minimum of 1 to 3 years experience within health care, community health provision, community-based non-profit program development or other related fields.
- Experience working with community coalitions.
- Experience working with advocacy/education, public policy or government related efforts.
- Grant writing experience is highly desirable.
- Program management experience is highly desirable.
- Master’s degree in one of the following or a related field: Health Administration, Health or Public Policy, Non-Profit Administration, Public Administration, Public Health or other related field.

**REPORTING RELATIONSHIP**

The Program Manager reports to the Executive Director of the Springfield-Greene County Regional Health Commission.

**HOURS**

The Program Manager is a full-time position and will generally be required to work during normal business hours, Monday through Friday. The incumbent will be required to attend meetings or perform duties that include early morning, evening and weekend hours.

**ANNUAL SALARY BASE**

Commensurate based upon experience.

**HOW TO APPLY**

Send Resumes or CV to the following address. Contact the Commission for an Application.

Springfield-Greene County Regional Health Commission
227 East Chestnut Expressway
Springfield, MO 65802
Office: 417.864.1573