



MANAGER, HEALTH LINKAGES PROGRAMS

Reports to: Director, Children and Family Resource Services

Division: Educational Services

Our ideal candidate

You are an excellent communicator, both orally and in writing. You are adept at working with diverse clientele representing varying roles. You take your responsibilities seriously and can be trusted to follow through on program plans, goals, and tasks. You are willing and able to provide some direct services to program participants. You are extremely organized, flexible, and calm under pressure. Above all, you are committed to empowering families and children through an integrated, comprehensive, and high-quality system of health education and services.

General description

Under general direction, plan, execute, and administer countywide collaboratives and Health Linkages programs. The Manager, Health Linkages Programs collaborates with program partners to improve the health of children, families, and the wider community of Santa Barbara County.

Specific duties and responsibilities

1. Plan, organize and execute countywide Health Linkages programs according to the goals and objectives of the program.
2. Monitor program activities, maintain records and data as required to document achievement of performance outcomes as defined by the scope of work for program grants; coordinate activities, goals, objectives and evaluations with participating programs; develop procedures for the programs to include research-informed and best practices.
3. Recruit providers to participate in targeted programs; maintain and update provider/resource lists; procure health and educational materials for programs.
4. May supervise program staff, including: interviewing and selecting staff; providing training and professional development to staff; making assignments, reviewing work in progress or upon completion, and assisting staff in resolving problems or errors; setting performance standards, providing performance feedback to staff, and preparing performance evaluations; providing counseling to employees and initiating corrective action or the progressive discipline process as needed.
5. Work with Health Linkages staff and community partners to schedule volunteer providers and coordinate preventative education for students, parents and providers; help to identify gaps in health services in Santa Barbara County.

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6. Schedule and facilitate regular meetings with community partners, Family and Health Advocates, and their supervisors to assess needs for health education and services, review program data, and monitor program performance.
7. Collaborate with the Director of Children and Family Resource Services, SBCEO fiscal department staff, and administrative staff to establish billing and reimbursement procedures for health providers.
8. Attend and actively participate in appropriate committees, workgroups, meetings, conferences, and trainings throughout Santa Barbara County, the region, and the state.
9. Act as spokesperson representing the interests of Health Linkages programs; maintain effective internal and external public relations.
10. Assist in grant writing to maintain or expand Health Linkages programs; complete reports as required; incorporate new resources as available to enhance or achieve program goals.
11. Perform general administrative duties as directed, and other duties as assigned.

Requirements

Education: Bachelor's degree in health, public administration, or other related field.

Experience: Two years of experience administering health or social services programs that included responsibility for two or more of the following: needs assessment, program development, program review, case management, data collection and analysis, grant writing, budget management, group facilitation, professional development, and workshop/event coordination.

Additional relevant experience may be substituted for education on a year-for-year basis.

Depending on assignment, valid California licensure in a health-related field (such as Registered Nurse, Registered Dental Hygienist, or Registered Dental Assistant) may be substituted for a bachelor's degree.

Knowledge of

- Principles and practices of program administration and professional development
- Budget development and management
- Current principles and practices in community health
- Local, state and national laws and policies affecting community health
- Program development and evaluation

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- Effective grant writing strategies
- Data collection and management methods
- Strategic planning
- Group facilitation methods and practices
- Standard written and spoken English
- Standard office productivity software
- Community organizations, resources and services
- Community outreach and engagement techniques

Depending on assignment, knowledge of oral health education and dental care may be required.

Ability to

- Communicate effectively, both orally and in writing
- Research, write and present reports
- Write and manage grants
- Interact with and maintain cooperative relationships with diverse levels of staff and the community
- Lead and work effectively with groups to accomplish goals and meet deadlines
- Organize, implement and evaluate training programs
- Operate a computer and other office equipment and related software programs
- Work independently, exercise sound judgment, and assume responsibility for completion of tasks
- Coordinate work of third parties over whom one has no supervisory authority
- Work with frequent interruptions
- Adapt to diverse populations, environments, and requirements
- Establish and maintain working relationships with individuals from diverse socioeconomic backgrounds
- Maintain confidential health records
- Sufficient visual acuity to read written materials and computer screens
- Sufficient hand-eye coordination and finger dexterity to write and use a computer keyboard, mouse or other pointing device



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Depending on assignment, ability to speak, read, and write Spanish fluently may be required.

Licenses and certificates

Possession of a valid California driver’s license and the use of a dependable vehicle are required.

Working conditions

Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as lifting and carrying heavy objects, crawling, or stooping — is not generally associated with this position. This position is not typically exposed to significant safety hazards. Incumbent may occasionally be required to wear personal protective equipment when performing certain duties, such as when applying fluoride varnish.

Local travel to a variety of locations, as well as occasional overnight travel, is required. Occasional attendance at evening and weekend meetings and events is also required.

Management salary range 14

<i>Approved by the Personnel Commission:</i>	June 29, 2006
<i>Revised:</i>	September 27, 2018
<i>Revised:</i>	September 26, 2019
<i>Revised:</i>	March 24, 2022