



City of Medford – Job Description – Prevention and Outreach

Job Title:	Prevention and Outreach Manager	FLSA (Exempt? Y/N):	Yes
Department:	Health Department	Affiliation:	Non-Union
Classification/ Salary Range:	Per Wage and Salary Scale (refer to Job Posting) CAF12	Reports To:	Director of Public Health
HR Contact:	Human Resources Office/204	Telephone:	Ext's: 640 and 406

Job Description

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: As the Prevention and Outreach Manager, you will be responsible for spearheading the planning, direction, and oversight of all health promotion and prevention initiatives in Medford. You will lead a dedicated team focused on improving accessibility, accountability, and coordination of human services while emphasizing both prevention and remediation strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Employee Supervision:** Lead the development and implementation of employee work plans, providing guidance and support to ensure effective service delivery. Conduct regular individual and team meetings to foster collaboration and project success.
- **Grant Management:** Design and oversee the preparation of grant applications and contracts addressing behavioral health, social determinants of health, and community engagement. Collaborate with stakeholders to align grant objectives with community needs and department goals.
- **Community Engagement:** Cultivate partnerships with service providers, community-based organizations, and city departments to enhance the quality of life for residents. Coordinate standing meetings to facilitate collaboration and care coordination.
- **Needs Assessment:** Conduct community-based assessments to identify health needs and contextual factors, informing the development of effective intervention strategies and programs.
- **Fiscal Management:** Manage grant funding, including budgeting, procurement, and contract negotiation with vendors. Ensure compliance with financial regulations and efficient use of resources.
- **Professional Development:** Procure or develop professional development opportunities for city departments, social services agencies, and elected officials. Provide training on health-related topics to promote awareness and education.

- Regional Collaboration: Foster partnerships with hospitals, service providers, and neighboring municipalities to coordinate efforts and maximize resources for the benefit of Medford residents.
- Grant Workplan Management: Lead the development and execution of grant work plans, focusing on solution-oriented approaches and community collaborations to enhance communication and workflow efficiency.

The essential functions or duties listed above are intended only as illustrations of the several types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATIONAL and MIN. QUALIFICATIONS:

- Master’s degree in public health, human services, social work, psychology, public administration, or related field.
- Minimum of seven years of progressively responsible experience in program management, including financial and personnel administration.
- Knowledge of public health, health equity, social determinants of health, and behavioral health challenges. Proficiency in project/program development and management, budgeting, and procurement procedures.
- Strong interpersonal skills with the ability to collaborate across multiple disciplines and stakeholders.
- Experience in personnel management, particularly with employees holding specialized certifications.

WORK ENVIRONMENT AND PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: must be able to sit, stand, walk, bend, and reach on a consistent basis; must be able to lift at least 25 lbs.; must be able to see, hear, speak, and read; must be able to sit in front of a computer for extended periods of time; must be able to take and give direction effectively; must be able to communicate with others; must be able to drive and possess a valid driver’s license; must be able to work in an office setting; may need to work in inclement weather, noise that may register above a normal office environment on occasion, must be able to communicate effectively and work with the vast population of the city especially those with a wide-range of abilities.

ADDITIONAL NOTES: Performs all other work requested by the Mayor or designee, HRD, and Department Head.

Schedule: Regular City Hall Hours - Nights and Weekends may be required per department needs.

Dept. Head:		Date:	
Approved By – Director of HR:		Date:	
Last Updated By:	Human Resources Office	Date:	3/20/2024
Union Approval	N/A	Date:	
Employee:		Date:	