

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Program Administrator (Advancing Health Literacy) PAY GRADE: C42

**DEPARTMENT: Health and Human Services
REPORTS TO: Program Operations Manager**

FLSA: Exempt Non-Exempt

BARGAINING UNIT:

LEAD: Yes No
SUPERVISOR: Yes No

APPROVED: *[Signature]*
Debra Weir by Cindy Capanna
Human Resources Director

7/29/21
Date
8/10/2021
Date

I. PURPOSE SUMMARY.

Under the general supervision of the Program Operations Division Manager, this position is responsible for identifying and implementing best practices for improving health literacy to enhance COVID-19 vaccination and other mitigation practices among underserved populations, and overseeing the Advancing Health Literacy program grant.

II. ESSENTIAL DUTIES.

A. Program Oversight

1. Guide program schedules, timelines, and priorities; and identifies resources and develops sequential order of project priorities as required.
2. Develop and provide input toward program goals, objectives, future endeavors, and pilot projects, and establishes program benchmarks as needed.
3. Develop work plans to increase the capacity of community health workers, community leaders, and clinical staff to implement the goals and objectives in the program.
4. Identify or produce accurate, culturally responsive, health-literate information so community members can find, understand, and act on local health information.
5. Conduct program education and outreach to stakeholders, providers, and the public.
6. Develop and maintain documentation that provide guidance for program implementation and continuous quality improvement.
7. Serve as a liaison with local health organizations and partners.
8. Work closely with evaluators to improve data collection and ensure data is informing improvements in program implementation.
9. Participate in training, professional development opportunities, grantee meetings, webinars, and trainings.

B. Supervision

1. Oversee staff and resources related to the program.
2. Plan, assign and direct work; resolving day-to-day problems; assists with the development of program goal, objectives, timelines and schedules; provide feedback to division manager and employees.

3. Establish goals, objectives and performance measures for program activities; including performance evaluation for staff/volunteers through feedback and established HR procedures.
4. Assist in developing, conducting, and coordinating the training and work instruments required by staff in the performance of their duties.
5. Counsel, advise, and if necessary, discipline employees in accordance to County policies, procedures, and regulations.

C. Contract and Grant Coordination

1. Responsible for knowing grant requirements and applying requirements to program related work.
2. Coordinate the development of contracts, or other instruments used by the program in obtaining services.
3. Develop schedules, performance measures, and evaluation methods for contracts.
4. Track contracts and amendments through to execution.
5. Approve reports and invoices in accordance with contract requirements and county policy.
6. Submit reports, applications, and data as requested by the funding agency.
7. Oversee data collection and reporting in accordance with funding agency.

III. ADDITIONAL DUTIES.

Perform other duties as assigned.

IV. QUALIFICATIONS.

- A. **Education.** Bachelors Degree in Public or Community Health, Public Administration, Education, Family Studies, Business Administration, Social Work, or any combination of experience including working with communities, working on health or social service related matters, social work/case management experience, behavioral health or related field is required.
- B. **Experience.** Two years (2) of related experience in health promotion, program planning, program administration, community education, work in rural communities preferred.
- C. **Education/Experience substitution.** In accordance with County policy.
- D. **Licenses/Certifications.** Valid driver's license and maintain satisfactory driving record in accordance with County policy.
- E. **Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.)** Must pass background check and must maintain a current driver's license.

1. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Delivery of best practice health promotion and prevention education; program planning, implementing, and evaluating; data collection and reporting; border population, and health disparities in the border region.

Must have skills to: Operate general office and computer equipment and use software including Microsoft Office Suite (Word, Excel, Access); maintain accurate records; develop spreadsheets; communicate effectively in verbal and written form; good interpersonal and collaborative building skills; and maintain confidentiality.

Must have ability to: Analyze and interpret data and manage multiple projects, synthesize data and policies to make recommendations and develop protocols, communicate with medical and judicial system providers, as well and patients and families.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile. Must be able to reliably and consistently move between work-related sites within the County.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. SUPERVISORY RESPONSIBILITY.

Supervisory responsibility for directing staff, allocating work, and evaluating employee performance.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

_____ *Employee*

_____ *Date*