

PROGRAM COORDINATOR (HEALTHY START)

23450

Competitive

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for coordinating a large multidisciplinary effort to reduce infant mortality and improve perinatal outcomes in Onondaga County. The Program Coordinator is responsible for planning, development and implementation of a large maternal and child health (MCH) program working with multiple community partners. Focus of this work is the reduction of infant mortality, improving access to care for high risk pregnant and parenting women and assuring adequate and comprehensive community based health and human services for this population. Work is performed under the general supervision of a higher-level administrator with leeway allowed for the use of independent judgment in the conduct of program operations. Supervision is exercised over a number of professional, paraprofessional and clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES

Oversees the overall performance of a multi-agency approach to MCH including multiple partner agencies and community linkages.

Coordinates the study and collection of data related to the program for the provision of policy development, Q.A., required NYS and Federal granting agency reporting.

Responsible for the grant writing and multiple reports required by the funding source.

Works in partnership with senior administration in the drafting, administration and submission of all budget related documents.

Preparation and presentation of speeches to groups and organizations, locally, statewide and nationally.

Oversees the development and coordination of training seminars for staff and/or community partners as it relates to MCH.

Supervises employees and evaluates staffing requirements and appropriate assignments.

Supports the efforts of multiple community based health and human service provider agencies.

Participates in public health preparedness activities as trained and assigned.

Utilizes appropriate methods for interacting effectively and professionally with persons of all ages and from diverse cultural, socioeconomic, educational, racial and ethnic backgrounds, sexual orientations, lifestyles and physical abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the principles and practices of public health program administration.

Good knowledge of current public health issues, problems and concerns relating to maternal and child health.

Good knowledge of the principles and practices of grant writing.

Good knowledge of the principles and practices of public relations and public health education.

Ability to effectively deal with professional staff, public officials, civic groups and interested parties.

Ability to supervise, motivate and evaluate a number of employees.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Promotion:

One (1) year of permanent competitive class status in the title of Program Coordinator (Health), Community Health Nursing Supervisor, or Public Health Education Supervisor.

Open Competitive:

A. Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in a health related field, and two (2) years of professional level work experience, or its part time equivalent, in planning, implementing, organizing, overseeing or administering a community service, human service, or health program, one year of which must have been in a supervisory capacity; or,

B. Graduation from a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees with any Bachelor's Degree, and two (2) years of professional level work experience, or its part time equivalent, in planning, implementing, organizing, overseeing or administering a health program, one year of which must have been in a supervisory capacity.

NOTE: SUCCESSFUL COMPLETION OF THIRTY (30) GRADUATE SEMESTER HOURS IN PUBLIC HEALTH, PUBLIC HEALTH EDUCATION, PUBLIC ADMINISTRATION, BUSINESS ADMINISTRATION OR A CLOSELY RELATED FIELD MAY BE SUBSTITUTED FOR ONE (1) YEAR OF NON-SUPERVISORY EXPERIENCE.

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