

**TITLE: SENIOR PROGRAM MANAGER**  
**LEVEL: M-1 \$40,167-\$48,995**  
**DEPARTMENT: HEALTH**

**FUNCTION:** Oversees and coordinates grant-supported programs in health and wellness and substance abuse.

The Massachusetts Department of Public Health (MDPH) has awarded the New Bedford Health Department grants to implement local policy, practice, systems, and/or environmental changes to prevent opioid use and consequences, and underage drinking and other drug use. Grant funds will be used to plan and support initiatives that benefit the region. Additionally, this program provides support for groups of municipalities to enter into formal, long term agreements to share resources and coordinate activities, in order to increase the number and capacity of municipalities across the Commonwealth addressing these issues. These programs emphasizes the integration of the national Substance Abuse and Mental Health Services Administration (SAMHSA) Strategic Prevention Framework (SPF) model into overall prevention systems, to ensure a consistent data-driven planning process focused on implementing effective and sustainable strategies and interventions.

**SUPERVISION RECEIVED:** Works under the general supervision of the Director of Health.

**SUPERVISION EXERCISED:** Supervises staff as designated by the Director of Health.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Convenes and coordinates all aspects of the regional grant programs on behalf of the New Bedford Health Department. Develops and coordinates implementation of annual plans. Implement SAMHSA's [Strategic Prevention Framework \(SPF\)](#) model to address the prevention of opioid use and consequences, and underage drinking and other drug use. Collaborate with 3-4 neighboring municipalities, and integrate policy, practice, systems and environmental work addressing underage drinking and other drug use prevention across these municipalities.

Collaborates with neighboring municipalities and integrates policy, practice, systems and environmental work addressing underage drinking and other drug use prevention across these municipalities. Utilizes and collaborates with the Massachusetts Technical Assistance Partnership for Prevention (MassTAPP). Works with program evaluators to document project activities and outcomes. Responsible for timely submission of required reports.

Implements randomly applied brief community survey in the middle and/or high schools of each participating Municipality or across the Large Individual Municipality. The survey will be given under the guidance of the MDPH, BSAS. The raw survey data will be released to MDPH, BSAS for analysis. Only the municipalities will have access to its own data. The raw survey data will be used to measure local prevention program outcomes and for evaluation purposes.

Shares and disseminates of existing prevention materials, resources, and information including Massachusetts Health Promotion Clearinghouse materials and creation all marketing and media

materials in accordance with DPH, BSAS health communications guidelines and social marketing principles, and in coordination DPH, BSAS.

Collaborates with local and regional partners including municipal, private sector, non-profit, and local schools, colleges and/or universities and integration or amending of policy, practice, systems, and environmental work addressing opioid use and consequences, and underage drinking and other drug use prevention across these institutions.

### **MINIMUM QUALIFICATIONS:**

**Education and Experience:** Minimal requirement of a Bachelor's degree in public health, social work, nursing, public administration, or related field preferred. Related administrative, managerial or clinical experience may substitute for degree requirement. Minimum five years with progressively more responsible experience in program management, including budget, grant management, contract, and/or supervisory responsibilities in public

**Necessary Knowledge, Skills and Abilities:** Knowledge of substance abuse resources in the region. Knowledge of substance abuse disorders related to opioids and underage drinking and other drug use. Knowledge and application of the public health framework and Strategic Prevention Framework. Willingness to become credentialed as a Certified Prevention Specialist.

Experience implementing environmental strategies. Experience working with schools. Experience and excellent skills in working effectively with diverse community populations and broad based-coalitions. Experience with health care systems and/or quality improvement strongly preferred. Experience writing reports, grants and issue papers, and related documents.

Commitment to role of public health in promoting racial justice and health equity. Demonstrated professionalism and ability to maintain highest level of confidentiality. Self-motivated and responsible team player. Understanding of the various components of the healthcare and public health systems, including application of evidence-based practices in clinical and community programs that can improve health outcomes..Excellent organizational skills, including ability to prioritize and to multi-task. Ability to work in a fast-paced team environment, to meet deadlines, and to flexibly adapt to multiple priorities. Excellent speaking and writing skills, including an ability to organize information and concepts clearly, concisely, and logically and to tailor communication for various audiences. Excellent analytic skills, including ability to understand and interpret quantitative and qualitative data. Intermediate or higher level skill in Microsoft Office suite of Word, Excel, Powerpoint, and Internet Explorer. Foreign language (Spanish, Portuguese) capability a plus.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

This position may require direct client/patient contact and as a result of such direct contact, certain immunizations will be recommended and/or required prior to commencement of employment duties.

**TOOLS AND EQUIPMENT USED:** General office equipment such as a personal computer, calculator, copy and, fax machines, printers, scanner and multi-line phone system.

**PHYSICAL AND ENVIRONMENTAL DEMANDS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Administrative work is performed in an office environment. Occasional information gathering and with potential exposure to infectious and contagious diseases. Interacts frequently with the general public, health care providers, medical institutions, members of the building community, environmental scientists, other municipal employees and officials, and local, State and Federal governmental agencies and organizations.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.