



JOB DESCRIPTION PROGRAM DIRECTOR, HELLO BABY PRIORITY

November 2019

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.

Hello Baby is a voluntary program for parents of new babies designed to strengthen families, improve children's outcomes, and maximize child and family well-being, safety and security. As part of the Hello Baby tiered support strategy, the Hello Baby Priority program focuses on engagement and support for families with highest need.

Overview:

This is an advanced-level professional position providing leadership and administration of programming for families of newborns in Allegheny County who have complex needs. As a member of the leadership team for the Hello Baby Priority program, the Program Director will work alongside the Healthy Start Chief Executive Officer and Allegheny County DHS staff to co-design and serve as primary program lead—ensuring that the program exemplifies the core principles of community engagement, authentic healing relationships, family and child well-being, equity and respect. The Program Director has strong administrative skills and clinical expertise, is passionate about families and community-based services, is a creative problem solver with strong analytical skills, has a demonstrated track record of successful program and staff management, values diversity, and fosters collaborative relationships. The Project Director will manage all members of the Hello Baby Priority team, all program activities and the program budget. **Social work licensure and experience with reflective supervision highly preferred.**

The Program Director is primarily responsible for the following:

Leadership, Strategy and Program Management

- Contributes to program development strategy and co-design
- Plans and executes required program models, systems and procedures based on the Camden Coalition COACH model and theories of behavior change (training provided)
- Develops effective working relationships with essential project partners, resource providers and community leaders/stakeholders
- Ensures fidelity to all established program guidelines and that core competencies such as trauma-informed care cultural humility and motivational interviewing are reflected in programming and staff competencies
- Executes successful family engagement strategies that reinforce a “do whatever it takes” approach
- Manages all program evaluation and reporting activities

Staff Management

- Manages a multidisciplinary team—overseeing all HB staff onboarding, training, and performance management activities
- Ensures provision of administrative, clinical, supportive and reflective supervision to all program staff
- Adopts a strength-based approach to promoting staff performance and morale
- Assesses and addresses staff needs for support, including training
- Ability to oversee activities of administrative support and field/community-based staff

Fiscal Management

- Manages the HB budget to ensure proper and accurate allocation of resources

Qualifications of Position:

The Program Director will have at least five years of progressively responsible management experience in human services, with a Bachelor's degree or Master's degree, preferably in social work, human services, nonprofit management or a related field. Significant experience/training in lieu of degree may be considered. Position requires strong clinical supervision and administrative skills. Social work licensure and experience with reflective supervision highly preferred.

Other:

- Clearances are required
- Must possess a valid unrestricted Pennsylvania Driver's License and be able to conduct home visits for the purpose of field supervision
- Must possess current and valid unrestricted automobile insurance and be listed as an insured driver

Supervisory Relationship:

This position works under the direction of the Healthy Start Chief Executive Officer.

Compensation:

The starting salary range for this position is \$68K-\$75K, commensurate with skills and experience. We offer a comprehensive and competitive benefits package.

Application Instructions:

Send resume and cover letter to HR@hsipgh.org

Andrea Kimple
Director of Operations and Human Resources
Healthy Start, Inc.
400 N. Lexington Avenue
Pittsburgh, PA 15208

Application materials must be submitted by 12/20/19 to be considered.