



Program Manager - Prevention

Job Description

Department: Health
Position: Career Service
Grade: 727
Supervisory: Yes
Reports to: Health Promotions Director

Summary

Under general direction of the Health Promotions Director, supervises, plans, coordinates, and directs the activities of the Utah County Health Department (UCHD) Prevention Programs.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, and evaluate the work of assigned personnel; oversee training and ensure work is completed accurately and efficiently; conduct staff meetings.
2. Participate in staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
3. Evaluate performance and conduct performance appraisals.
4. Maintain a comprehensive catalog of services available through department and contracted providers.
5. Compile, maintain, and review reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation within the assigned program.
6. Design and implement appropriate policies, procedures, and standards for providing prevention services.
7. Supervise and correlate program involvement and collaboration within the department; and with other County departments, volunteer groups, outside agencies; and local, State, and Federal agencies.
8. Represent the County Health Department at outside agency and other partner meetings, on boards, and on advisory councils, as directed.
9. Engage in public policy advocacy at all levels of government under the direction of the Executive Director - Health.
10. Work with the Deputy Directors, County Attorney, and County Purchasing Manager to procure prevention and early intervention services provided by outside agencies, such as school districts, city governments and other community-based prevention providers.

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Job Code: 2050
Job Title: Program Manager – Prevention
FLSA: Exempt
Effective Date: 9/18/2023
Public Safety: No

Worker's Compensation: Clerical
Background Level: III
Safety Sensitive: Yes
DOT: No
ML: Manager

11. Prepare contracts for prevention services and activities with multiple agencies within Utah County.
12. Ensure County compliance with State and Federal contract and grant requirements; monitor contract compliance with prevention subcontractors to ensure services provided meet minimum standards for scope of work, data collection, reporting, and other terms and conditions.
13. Assist with preparation of the program budget; make, monitor, and approve program-related purchase orders and expenditures.
14. Assist with preparation and submission of grant applications.
15. Monitor and assess the quality of prevention program services.
16. Act as a resource for resolving conflicts between staff, clients, and other entities.
17. Prepare and submit relevant reports and data per program and agency requirements.
18. Complete the prevention portion of the annual local area plan.
19. Represent the County to school districts, public agencies, and other community organizations regarding health prevention issues.
20. Serve as spokesperson for prevention program media related needs as assigned by Public Information Officer, Division Director, and Executive Director.
21. Develop community understanding of the need for prevention and treatment services; provide professional presentations, training, and technical assistance to various groups, including key leaders, to advocate support for services.
22. Attend meetings, trainings, and seminars; read books and professional journals to keep technically current; share information with assigned staff.
23. Respond to public health emergencies as required by the department or division administration, when requested; carry cellular phone or other emergency communication devices during all work hours and at all other times when unavailable by phone.

Knowledge, Skills, and Abilities

- Knowledge of community organization and community mobilization
- Knowledge of management and effective leadership techniques for individuals and small and large groups
- Knowledge of technical reading, technical writing, and basic math
- Knowledge of descriptive and analytical statistics
- Knowledge of word processing, spreadsheets, and other business computer applications
- Skilled in creative thinking and analytical problem solving
- Skilled in public speaking, interpersonal communication, electronic presentations, and meeting facilitation
- Skilled in writing technical documents, grants, and program reports
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to coordinate multiple tasks efficiently
- Ability to communicate effectively verbally and in writing

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- Ability to work with limited supervision
- Ability to communicate and interact with groups and individuals from diverse backgrounds in a professional manner
- Ability to conduct in-depth program analysis of health prevention and early intervention programs
- Ability to coordinate multiple tasks efficiently
- Ability to maintain files, records, and reports

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work occasionally exposes the incumbent to high-stress situations, including contact with clients and/or the public in uncomfortable, confrontational, and emotionally charged circumstances. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift office supplies up to thirty (30) pounds. The employee frequently drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to ten (10) percent.

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Required Education and Experience

1. Master's degree in Social Work, Sociology, Psychology, Educational Psychology, Public Health, Community Health, Health Promotion, a related social services field, or equivalent.
2. Two (2) years of work experience in substance use disorders, mental health, or public health, including one (1) year of supervisory experience.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who are licensed under the Utah Mental Health Professional Practice Act as one of the following:
 - a. Social Service Worker (SSW)
 - b. Certified Social Worker (CSW)
 - c. Licensed Clinical Social Worker (LCSW)
 - d. Licensed Mental Health Counselor (LMHC)
 - e. Substance Use Disorder Counselor (SUDC)
 - f. Related license
2. Preference may be given to applicants who are certified as one of the following:
 - a. Master Certified Health Education Specialist
 - b. Certified Health Education Specialist (CHES)
 - c. Certified in Public Health (CPH)
 - d. National Endorsed Student Assistance Professional
 - e. Certified Prevention Specialist (CPS)
 - f. Other nationally recognized prevention related certification

Additional Eligibility Qualifications

1. Incumbent must successfully complete Basic Public Information Officer Training within one (1) year of employment in this classification.
2. Incumbent must be trained as a Substance Abuse Prevention Specialist (SAPST).
3. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.
5. Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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