



Collaboration Innovation Advocacy

Job Title: Project Manager, Clinical Programs
Reports To: Executive Director
FLSA Status: Exempt
Effective Date: March 1, 2013
Pay Range: Depends on experience and qualifications

POSITION DESCRIPTION

Position Summary

The Manager of Clinical Programs will work closely with the Executive Director and is responsible for the coordination and operations of the day-to-day activities of oral health projects assigned to incumbent. This includes convening staff meetings and establishing schedules for education, training and the provision of clinical services in community based programs, school based programs, Head Start, WIC and Regional Center Locations. Due to the broad scope of this project, the Project Manager works closely with project liaisons from COH partner, Western University of Health Sciences, and other designated sites. In addition the Project manager will work closely with the College of Dental Medicine to assure that services are synchronized and implemented in an orderly and timely fashion for referral to the appropriate Dental homes.

He or she will also work closely with COH's partners, especially with Western University of Health Sciences, and be responsible for administering, maintaining and expanding programs of primary and preventive dental care in think-tank and incubator of oral healthcare delivery models setting. He or she will supervise oral health education and dental assistant staff of the center.

He or she will provide technical assistance with content, products and evaluations. The incumbent will meet and work closely with the Center for Oral Health (COH) staff in order to gather information, develop a strong working knowledge of COH and ensure the proper creation and management of grants and contracts. Strong organizational and analytical skills and excellent written communication skills are required. The applicant must possess excellent interpersonal skills and project management skills, be team-oriented, and flexible in responding to changing priorities and schedule conflicts. In addition, the candidate must have proven grant and reporting writing experience and demonstrate a passion for nonprofits work. The incumbent must be a self-starter and problem solver.

Essential Duties and Responsibilities

Program Implementation: Responsible for the successful implementation of COH programs. Ensure program goals are met. Ensures lessons learned are documented. Ensures programs are evaluated. Makes modifications and adjustments to program designs to ensure successful implementation and outcomes. Produces comprehensive reports outlining the life cycle of a program from design to sunset. Work closely with the Executive Director and provide technical assistance with content, products and evaluations. Conduct coordination of all project-related activities. Interface with school-based personnel as well as health practitioners of various types. Work closely with Data Coordinator and Project Evaluator to assist in the coordination and management of data collection activities. Conduct training of personnel in the use of the Healthy Teeth Toolkit software program. Develop and maintain a system for ongoing data collection and monitoring.

Program Development: Assists the organization in developing relationships with external stakeholders. Inform program design and assist with needs assessment. Ensure that the program team and other external stakeholders receive information in a timely manner. May represent the organization in meetings, lectures, seminars and presentations related to programs he or she oversees.

Program Administration: Manages the day to day activities of the programs he or she oversees. Reports to internal and external parties as required. Oversees all contracting obligations and requirements related to the programs. Regularly monitor program budget, expenditure reports, and financial position. Regularly monitor the receipt of authorizations from all funders. Work with COH Controller and COH staff to develop program budgets. Help to identify potential new revenue sources and assist in maximizing revenue and in ensuring that necessary revenue is available. Working with COH staff, help to develop new programs and funding strategies and assist in preparing proposals to funders, as needed.

Budgeting: Oversees budget development, tracks expenditures against approved budget. Ensures budget line items accurately align with program Scope of Work (SOW).

Work Planning: Oversees the development of program work plans to ensure that they are accurately reflected in the program SOW.

Clinical:

Work with clinical staff to oversee the delivery of oral health instruction/education, treatment services and activities based on the mission, goals, and objectives of COH. Work with the Clinical Team to continuously review the clinical model to ensure that it meets the needs of COH clients from a variety of cultures, races, ethnic backgrounds, classes, languages, religions, and other diversity factors. Help to identify new clinical interventions and evidence-based practices.

Complete referrals, data collections instruments and other records or paper works as shall be required from time to time by COH. Educate individuals in the nature of oral health related conditions and in the general promotion of oral health and prevention of dental disease.

Responsible for personal as well as organizational full compliance with all applicable federal, state, local and center rules, regulations, protocols and procedures governing the practice of dental hygiene and the clinical provision of dental hygiene care as well as those relating to, but not limited to, personnel issues, work place safety, public health and confidentiality.

Strategic Planning: Assist the Executive Director in developing an implementation plan for the organization's Strategic Plan. Assist the ED with developing the pipeline of new business coming in to the organization. Develop a thorough knowledge of the marketplace and of the COH's competitors.

Public Speaking: Represent COH at various events and make public presentations and appearances as needed.

Other duties may be assigned. The duties listed here are typical examples of the work performed; not all duties assigned are included, nor is it expected that all similar positions will be assigned every duty.

Supervisory Responsibilities

Responsible for the oversight of other staff (RDAs/Educators)

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Training:

- Graduation from an accredited dental hygiene school
- Knowledge of public health principles and practices preferred
- Administrative, management, and budget development experience preferred
- Excellent interpersonal and written communication skills required

Experience

A minimum of two (2) years of previous experience with previous responsibility for aspects of clinical and project management in a nonprofit organization.

Language Skills

Bilingual (*English-Spanish*) Preferred.

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Computer Skills

Advanced computer skills in Microsoft Office (Word, Excel, PowerPoint, Outlook and Access) for email, data access, budgeting, reporting, and navigation of COH's computer systems. Must learn to use COH's Healthy Teeth Tool Kit software.

Other Skills and Qualifications

Must have excellent organizational and interpersonal skills in order to manage the diverse tasks and interact with the varied constituencies involved in the programs. The incumbent is also expected to be outstanding communicator, orally and in writing, as well as a skilled oral presenter.

Certificates, Licenses and Registrations

Unrestricted license to practice dental hygiene in the State of California
FTCA coverage or private professional malpractice insurance obtainable.
Valid California Driver License and Automobile Liability Insurance.

Travel Requirements

Must have reliable transportation and travel locally to various locations where COH programs are implemented. Travel may be required on a local, regional, national, and/or international level to meet with donors, oversee program implementation, manage program activities or attend conferences related to the programs.

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

While performing the duties of this job, the employee is frequently required to sit, use hands, and to talk or hear. The employee is regularly required to walk, and reach with hands and arms. The employee is occasionally required to stoop. The employee must frequently lift and/or move up to 50

pounds. Specific vision abilities required by this job include close vision due to see the intricacies of the dental equipment. Prolonged sitting or standing may be required. Those physical movements and the degree of mobility normally associated with the practice of primary care dentistry will be performed on a repetitive basis. The ability to distinguish letters and symbols, as well as the ability to utilize telephones, computer terminals, and copiers is required.

Work Environment

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.

Work under stressful conditions as well as irregular hours may be required. Exposure to communicable diseases, body fluids, toxic substances, medicinal preparations, radiation and other conditions common to a clinical environment may routinely be encountered.

Project Manager, Clinical Programs Job Description

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge and understand that receipt of the job description does not imply a promise of employment, nor is it an employment contract of any kind, and that my employment is at-will.

I further acknowledge that the job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my director at any time that I am unable to perform these functions.

This job description in no way states or implies that these are the only duties to be performed by the job holder. Job duties, tasks, work hours and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the organization. My signature below confirms that I have read and understand this job description.

Employee Name

Signature / Date