

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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<b>CLASS TITLE:</b>	<b>SUPERVISING HEALTH PROGRAM COORDINATOR</b>
<b>DEPARTMENT:</b>	<b>VARIOUS</b>
<b>REPORTS TO:</b>	<b>VARIOUS</b>

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<b>CLASS CODE: 4082</b>
<b>FLSA STATUS:</b>
<b>DATE: 07/02</b>
<b>(REV 10/04)</b>

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Supervises staff and coordinates the development, implementation and maintenance of various health programs, including: identifying needs; developing programs; developing policies and procedures; interfacing with various agencies; and overseeing the fiscal and administrative functions associated with programs.

**DISTINGUISHING CHARACTERISTICS**

The Supervising Health Program Coordinator is a working supervisory class by reason that incumbents both supervise a staff and perform program coordinator work. It is distinguished from other lower level classifications by the performance of full supervisory authority and responsibility for a large health services program or several smaller programs. Such supervision may include the supervision of a coordinator. Employee in lower level classification may act as a lead regarding this work and coordinate a smaller program or less significant programs. However, this classification is distinguished from higher related classifications by the absence of full administrative authority to manage several programs being coordinated by more than one coordinator. Performs other related duties as assigned.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Oversees and monitors the development and implementation of health programs and/or services. Resolves problems associated with the day-to-day needs of the programs. Develops policies and procedures applicable to program administration.

Plans, organizes and directs the work of others including: hiring and training employees; appraising employee performance; rewarding and disciplining employees; addressing complaints and resolving problems. Monitors productivity/work flow to ensure deadlines are met.

Depending on program needs, may perform any of the following: Enrolls clients; facilitates various groups; collects data; receives and disseminates program information and direction; conducts training sessions; instructs participants in the use of safety equipment; creates and/or orders educational materials, flyers, posters, press releases, etc.; makes program presentations in schools; distributes and explains information; advertising program services; creates and maintains library or materials; maintains and compiles program data, certification information and statistics; reports applicable information to the State; attends project-related meetings and meetings with community groups and other agencies; takes meeting minutes.

Oversees the preparation and monitoring of program budget and other administrative and fiscal functions, including: determining goals and objectives; reviewing and analyzing project budgets; correcting errors; reviewing billing statements and authorizing payments.

Takes steps to ensure and maintain the confidentiality of health information; audits records to ensure program compliance and quality of care.

Researches funding opportunities, writes grants and maintains contact with funding agencies.

Prepares and manages contracts and MOUs.

May coordinate the production of newsletter(s).

May provide testing services and conduct HIV outreach testing at various locations.

Develops, monitors and revises memorandums of understanding with various programs and may prepare programs for Medi-Cal certification. Interfaces with other health programs and functions to insure best practices. Audits charts and other information for compliance to Medi-Cal and other program standards.

May meet with an advisory Board, the Patients' Rights Advocate and consumer groups to develop programs.

Coordinates and makes presentations.

Participates in staff and professional meetings to discuss progress and conduct program planning; assists in the provision of staff development and training. Participates in supervisory team to develop policies consistent with good practice.

Serves as liaison and consultant with legal system, other agencies, schools, organizations, parents, etc. on issues concerning programs. Makes presentations to agencies/organizations regarding programs offered.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; creates forms; and relays and interprets administrative decisions, policies and instructions. Receives, opens, reads, routes and/or responds to correspondence. Enters and retrieves information into a computer terminal; uses the computer system to retrieve a variety of daily, monthly and yearly reports.

Maintains and upgrades knowledge, skills, and development by attending seminars, meetings and training programs and reading trade and professional journals and publications.

Disseminates a variety of information to various agencies, divisions, or departments via telephone, employee meetings, mail or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

General Office Equipment

Computer

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four year college or university in Public Health, Social Science, Nursing, Social Work, Psychology or related field; or Licensure as a Licensed Psychiatric Technician, Licensed Vocational Nurse or Registered Nurse; and

Two to three years of progressively responsible experience; or,

Any combination of related education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Supervisory principals and practices.

Various health programs and services.

Fiscal management and basic accounting procedures.

Principles and practices of health and public administration.

Health education techniques and Medi-Cal certification process.

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Grant writing and application processes.

Data collection methods.

Human psychology and modern counseling practices and principles.

County policies and practices.

Interviewing techniques.

Community resources.

Methods and techniques of research, statistical analysis and report presentation.

Computer applications and hardware related to performance of the essential functions of the job.

Some positions require knowledge of health screening procedures and HIV/AIDS issues, testing procedures and counseling methods.

**Ability to:**

Plan, organize, assign, direct, review and evaluate the work of staff.

Select and motivate staff and provide for their training and professional development.

Make presentations before groups.

Counsel and risk assessment.

Use tact, discretion, initiative and independent judgment within established guidelines.

Analyze and resolve office administrative situations and problems.

Research, compile, and summarize a variety of informational and statistical data and materials.

Organize work, set priorities, meet critical deadlines, and follow up on assignments with a minimum of direction.

Use a computer terminal to accurately and rapidly enter and retrieve data and information.

Communicate clearly and effectively orally and in writing.

Prepare clear and concise reports, correspondence and other written materials.

Deal with problems involving several variables in non-standardized situations.

Assess and interpret social, cultural, economic and political trends.

Some positions require ability to draw blood and to obtain oral HIV test specimens.

Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

**Physical Requirements:**

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel.

Ability to develop successful strategies in dealing with stressful situations and think clearly in the event of Program or consumer crisis.

While performing the essential functions of this job the employee is regularly required to speak and hear.

While performing the essential functions of this job the employee is regularly required to use color, sound and odor perception and discrimination.

**Working Conditions:**

Work is performed in an office and/or classroom with little exposure to outdoor temperatures, dust or dirt.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.