

**Position Title:** Program Manager

**Incumbent:**

**Date:**

**Reports to:** Executive Director

**Job Classification:** Full-time 10 month, employee; salaried

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**Job Summary:**

Healthy Learners is a Ministry of the Sisters of Charity Health System, a statewide organization with regional programs in Allendale, Dillon, Georgetown, Greenwood, and the Midlands. The Program Manager provides oversight and management of the local Healthy Learners program. This position includes responsibility for insuring that the elements of the process are in place and effectively employed. Not only does the Program Manager act as a liaison between the school nurses and health care providers, but also oversees the schedule and other appropriate arrangements. Performs follow-up action with school nurses and/or parents of each child and evaluates the results of the process. The Program Manager is seen as a resource person to the school nurses for information about the Program and its services.

**Job Duties and Responsibilities:**

- 30% Plans, coordinates and makes the necessary preparation for the service delivery of the local program, including oversight of the Student Services Coordinator. Initiates and participates in the budget process for the local program and is responsible for submitting invoices to the Executive Director for approval and payment. In support of the Program's operations, the Program Manager is responsible for data collection. Performs outreach functions within the community and works closely with the Friends of Healthy Learners. Serves as an advocate for Healthy Learners and assists with securing volunteers and funding to sustain the program operations.
- 20% Provides some case management and coordination of care for students referred to the program. This may include serving as liaison between the school nurses and the health care professionals as well as providing feedback to the school nurses on program development.
- 30% Screens referrals and evaluates them for appropriateness and eligibility for the Program. Does selective scheduling of appointments with the appropriate health care provider and notifies the school nurse of the appointment. Will provide backup for other facets of the program as the need arises.
- 20% Serves as a resource of information and consults with school nurses. Acts to facilitate the program by building and maintaining positive relationships with all the constituencies – health care providers, school nurses, school personnel, students, families, volunteers, Friends of Healthy Learners, and Committee members.

Other duties as assigned.

The general summary and primary duties is a representative listing only and should not be viewed as a complete statement of tasks or responsibilities of the position. The Program Manager of the local program may be asked to perform job related duties beyond those outlined above.

### **Job Specifications:**

1. Four-year college or university degree (Masters Degree preferred) in Healthcare, School Nursing or an appropriate discipline. A minimum of five years practical experience in Nursing (experience as School Nurse preferred).
2. Nursing knowledge and assessment skills necessary for identifying children's health problems as well as a knowledge base for evaluation and treatment of conditions.
3. Understanding of school health issues and the school nursing background and experience necessary for the successful implementation of the program.
4. Understanding of computer programs and databases needed for documentation and record keeping.
5. Social skills necessary to represent the organization and strengthen its image as well as to maintain positive relationships with school nurses and health care providers.
6. Organizational and time management skills used to effectively manage children's appointments and scheduling of the client load.
7. Administrative and collaborative skills necessary to working with others of divergent views and individual strengths including colleagues, Friends of Healthy Learners, Committee members, and school and health care professionals.
8. The ability to express ideas clearly in both written and oral communications.
9. Management skills to plan and organize the activities of others as well as working with a multidisciplinary team of professionals dedicated to improving children's health.
10. The ability to manage multiple tasks and projects at one time including prioritizing needs for effective resolution.
11. In the interest of children, this employee will be required to undergo a financial and criminal background check.

### **Mission Standard**

Demonstrates a commitment to the mission and goals of the Sisters of Charity Health System and It's sponsored entities through the fulfillment of the service standards as an employee who is caring and compassionate, professional in performance, appearance, and behavior, a considerate and effective communicator, concerned and involved in the communities we serve, reverent and respectful of human life in her/his service to patients, families, visitors, physicians, volunteers, staff and fellow employees.

As a Healthy Learners employee, you are a personal representative of the Healthy Learners Ministry, which is a ministry of the Sisters of Charity Health System. As such, a professional level of decorum and behavior is expected of all persons hired for this position. You are here to assist Healthy Learners with carrying out the mission of the Sisters of Charity Health System - it is expected that you will fulfill this function in a courteous and professional manner.

Specific tasks and responsibilities of every Healthy Learners employee include, but are not limited to the following:

- **Be available.** You should be available and attentive to the need of staff, providers and general public throughout your employment.

- **Be patient.** Constituents vary a great deal in their skill and understanding. A large part of your challenge is to meet them at their level and help them understand.
- **Be timely.** Showing up on time is essential. Repeated failure to do so may result in termination.
- **Be productive.** Use your time effectively. Learn new skills or applications.
- **Be discreet.** Healthy Learners employees may have access to sensitive or secure information. Misuse will result in termination.

Reviewed: \_\_\_\_\_

Incumbent	Date
_____	_____
Executive Director	Date