

MEDICAL CARE DEVELOPMENT, INC.

11 Parkwood Drive
Augusta, Maine 04330

POSITION DESCRIPTION

Division: Public Health

Position: Project Manager (exempt position)

Description: Develop and manage project activities such as assessment, planning, implementation, evaluation, and reporting activities for assigned projects

Accountability: Reports to the assigned Team Leader

Project Manager (Tier 2 competencies)

Analytical/Assessment Skills

- Describes the characteristics of a population-based health problem
- References sources of public health data and information
- Interprets quantitative and qualitative data
- Uses data to address scientific, political, ethical, and social public health issues
- Adheres to, employs and ensures ethical principles in the collection, maintenance, use, application and dissemination of data and information
- Makes community-specific inferences from quantitative & qualitative data

Policy Development/Program Planning Skills

- Analyzes information relevant to specific public health policy issues
- Develops plans to implement policies and programs
- Develops mechanisms to monitor and evaluate programs for their effectiveness and quality
- Develops strategies for continuous quality improvement

Communication Skills

- Assesses the health literacy of populations served
- Communicates in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency
- Solicits input from individuals and organizations
- Uses a variety of approaches to disseminate public health information
- Presents demographic, statistical, programmatic, and scientific information for use by professional and lay audiences
- Applies communication and group dynamic strategies in interactions with individuals and groups

Cultural Competency Skills

- Incorporates strategies for interacting with persons from diverse backgrounds

- Considers the role of cultural, social, and behavioral factors in the accessibility, availability, acceptability and delivery of public health services
- Responds to diverse needs that are the result of cultural differences

Community Dimensions of Practice Skills

- Establishes linkages with key stakeholders
- Facilitates collaboration and partnerships to ensure participation of key stakeholders
- Maintains partnerships with key stakeholders
- Uses group processes to advance community involvement
- Negotiates for the use of community assets and resources
- Uses community input when developing public health policies and programs

Public Health Sciences Skills

- Applies the basic public health sciences (including, but not limited to biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral health sciences) to public health policies and programs
- Conducts a comprehensive review of the scientific evidence related to a public health issue, concern, or intervention
- Retrieves scientific evidence from a variety of text and electronic sources
- Relates public health science skills to the Core Public Health Functions and Ten Essential Services of Public Health

Financial Planning and Management Skills

- Applies basic human relations skills to internal collaborations, motivation of colleagues, and resolution of conflicts
- Develops partnerships with agencies within the federal, state, and local levels of government that have authority over public health situations or with specific issues, such as emergency events
- Develops a project budget
- Evaluates project performance and uses evaluation results to improve performance
- Prepares proposals for funding from external sources
- Negotiates contracts and other agreements for the provision of services
- Operates/manages programs within current & forecasted budget constraints.

Leadership and Systems Thinking Skills

- Incorporates ethical standards of practice as the basis of all interactions with organizations, communities, and individuals
- Incorporates systems thinking into public health practice
- Promotes individual, team and organizational learning opportunities
- Contributes to the measuring, reporting and continuous improvement of organizational performance

Qualifications: Bachelor's degree in health-related field is required. Master's level training in public health, health education or a related field is preferred; however, equivalent related work experience may be considered. Exceptional writing and interpersonal communication skills and demonstrated cultural competence are essential. Detailed knowledge of all current Microsoft Office software programs as well as any other software programs necessary to perform the job.

Abilities: To perform this job successfully the employee in this position must be able to demonstrate functionality in most of the core competencies. Must be an energetic self-starter who is able to function comfortably in a team environment or independently and relates well to co-workers and the public. This position requires flexibility and the ability to manage time and multiple tasks with little supervision.

Physical Demands: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job it is regularly required to sit and write, to operate a computer and printer, fax machine, photocopier, calculator and use telephone communication devices. The employee must be able to sit and drive a car to transport him/herself to meetings or other MCD offices. Must be able to walk around the office, up and down stairs, and be able to do light lifting.

Confidentiality: MCD employees may have access to or be required, as part of the duties of this job, to view, use, and/or be aware of certain protected health information or other facts about individuals that are of a highly personal and confidential nature. Employees must follow and adhere to all HIPAA and MCD corporate confidentiality and privacy policies and practices. Employees may also be required to follow additional confidentiality policies or practices required by certain programs or business units.

Safety: MCD promotes a safe work environment. Employees must follow all safety policies and procedures to ensure an accident-free workplace.

Mental Demands: Must be able to assume a wide range of responsibilities, to work with staff who vary in their work styles, and to work under pressure. Willingness to work irregular/extra hours, evenings, weekends, and travel in or out of state as necessary. Provide timely response to requests and deadlines. Receive, process, and provide visual, verbal, and written information.

Work Environment: The primary location of this position is a typical office environment. However, the responsibilities may require meetings, conferences, trainings, etc., that necessitate an individual to be in various public places.

Job Performance Evaluation: The employee will be evaluated at least annually, but more often if performance warrants it.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be interpreted as an exhaustive list of all responsibilities, duties, and skills required of personnel assigned to this position.

This position description has been reviewed with me.

Employee Signature: _____

Date Reviewed: _____

Supervisor: _____