

HEALING HEARTS PROGRAM MANAGER
Department of Mental Health & Substance Abuse

NATURE OF WORK IN THIS CLASS:

Administers the Healing Hearts Program at the Department of Mental Health & Substance Abuse.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans, develops, coordinates, and implements the Healing Hearts program grant award.

Establishes, implements, and maintains policies and procedures for the program to include administrative, social work, medico-legal, and multi-disciplinary service requirements.

Develops and implements the training guidelines and protocol for the service delivery components of the program, namely the Sexual Assault Response Team and the Sexual Assault Nurse Examiners.

Establishes program priorities; coordinates and prepares annual work plans in accordance with grant requirements.

Prepares the budget; maintains and controls records of all expenditures and obligations relating to the program.

Supervises and develops program staff; assesses staff training and technical assistance needs.

Monitors and evaluates the administration and quality of services provided by the program; implements program improvements as needed; ensures that planned activities are completed in accordance with expected grant outcomes.

Coordinates and provides community awareness education; conducts training for agency partners; collaborates with program officials and service providers to maintain a high level of program services.

Healing Hearts Program Manager
Department of Mental Health & Substance Abuse
Page 2 of 3

Participates or assists in the delivery of program services as legally appropriate.

Maintains records and data of program activities for statistical purposes; reviews records and statistics and prepares comprehensive reports and grant proposals in accordance with grant requirements.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the effects of sexual and domestic violence on victims.

Knowledge of the service delivery requirements of sexual assault victims and their families.

Knowledge of human social and psychological development.

Knowledge of program and budget management.

Knowledge of grant writing, reporting, and evaluation.

Knowledge of community awareness education and programs.

Ability to conduct research and perform research analysis.

Ability to conduct training workshops.

Ability to supervise employees.

Ability to communicate effectively.

Ability to work effectively with the public and employees.

Ability to maintain records and prepare reports.

Healing Hearts Program Manager
 Department of Mental Health & Substance Abuse
 Page 3 of 3

MINIMUM EXPERIENCE AND TRAINING

A) Two years of experience in supervising or managing health care programs; two years of experience working with victims of sexual assault, domestic violence, or related work; and graduation from a recognized college or university with a Bachelor's degree in Social Work, Psychology, Sociology, Public Health or closely related field; or

B) One year of experience in supervising or managing health care programs; two years of experience working with victims of sexual assault, domestic violence, or related work; and graduation from a recognized college or university with a Master's degree in Social Work, Psychology, Sociology, Public Health or closely related field.

ESTABLISHED: OCTOBER 2001 (P.L. 26-35 at PG N)
 RE-ESTABLISHED: JULY 2004

PAY GRADE: O

HAY EVALUATION:

KNOW HOW:	EI3	264
PROBLEM SOLVING:	E3 (38%)	100
ACCOUNTABILITY:	D1P	<u>115</u>
TOTAL POINTS:		479


 JUAN K. CALVO, Acting
 Executive Director
 Civil Service Commission