JOB POSTING

TITLE:  SR. PROGRAM MANAGER
REPORTS TO:  DIRECTOR OF PROGRAM SERVICES
STATUS:  EXEMPT/FULL TIME

OUR MISSION & VISION

The Brighter Beginnings mission to “support healthy births and successful development of children by partnering with parents and helping to build strong communities”, gains its strength and aspiration from our core belief and vision that, Every family matters, and every child deserves a happy, healthy future.”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with 6 locations in Oakland, Richmond, Bay Point, Antioch, and Pleasant Hill. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of challenges they faced in their own families.

POSITION SUMMARY

The Sr. Program Manager plans, monitors, and evaluates the Early Head Start (EHS) Program in Alameda County. In partnership with Human Resources, interviews and hires program staff. Oversees program staff in meeting desired program goals and objectives. Maintains strong working relationship with contract agencies, conducts outreach to community and other agencies and participates in countywide committees. Brings essential skills in employee performance measurement and information management systems. Education and knowledge of Home Visiting, Early Childhood Development, Youth-Centered programming as well as experience with the diversity of families in the East Bay is a core job requirement.

QUALIFICATIONS:

JOB QUALIFICATIONS AND EXPERIENCE

1. Master’s degree or higher preferred with degree and/or coursework in Social Work, Early Childhood Education, Mental Health or related field.
2. Minimum of five years of increasing responsibilities in Management experience in Social services, mental health, child and family Programs and home visiting experience preferred.
3. Experience with Home visiting highly preferred.
4. Experience managing evidence based practices.
5. Experience and familiarity with reflective supervision practices is preferred.
6. Experience in multi-cultural communities and knowledge of cultural humility or cultural sensitivity as it relates to home visiting is required.
7. Knowledge of Home Visiting and Youth-Centered case management and an understanding of the particular needs of Alameda County families.
8. Interest and skill in utilizing non-profit management principles and practices.
9. Communicate clearly and persuasively, both written and verbally; ability to effectively analyze, interpret and communicate policies and ideas.
10. Function well both independently and as part of a team; ability to coordinate multiple and simultaneous tasks; strong problem-solving skills.
11. Working knowledge of Microsoft Office software programs and Google Gsuite preferred.
12. Technical skills with client database information management systems.
13. Previous experience setting up a new program preferred.

RESPONSIBILITIES:
1. Plans, organizes, and coordinates goals and activities in the EHS Programs; monitors client activity to ensure that goals and objectives of the program are accomplished within prescribed time frame and funding parameters
2. Supervises up to 10 employees or interns who may include but not limited to Program Managers, Program Assistant, Interns and Volunteers, and other program staff
3. Facilitates staff recruitment and selection. Ensures that reflective and quality supervision and support of staff is regularly occurring. Coordinates recruitment, supervision and support of volunteers and interns involved with EHS.
4. Provides for staff development opportunities in early childhood development, case management, etc.
5. Attends conferences and trainings to stay current in field of early child development and youth-centered programming
6. Conducts regular client chart reviews, audit and other procedures to ensure that the quality of case management services meet program and contract standards
7. Ensures implementation of a staff performance measurement/data collection system that includes: client intakes and assessments, charting and record keeping, quality assurance and monitoring
8. Utilizes database information systems to monitor quality assurance and identify program trends
9. Provides timely reports and information to the CEO of client services, utilization, program evaluation, and ongoing or proposed programs and activities
10. Participates in outreach efforts to community, maintains relationships with contract agencies, attends service network meetings, in-service, and trainings
11. Carries out supervisory responsibilities in accordance with Brighter Beginnings’ policies and applicable laws
12. Sr. Program Manager may be required to provide direct services, including client case management services, which could include individual, family and group interventions, case management, assessments and other services as needed
13. Participates in program planning and program enhancement opportunities with management team
14. Reporting: Prepares and reviews monthly and quarterly program reports; Ensures the quality and timeliness of database reporting; Prepares and submits evaluation data when requested.
15. Ensures implementation of a service tracking systems that includes demographics of families served and the services received
16. Ensures maintenance of strict confidentiality as stated in HIPAA and all state laws
17. Being certified for the evidence based practice and maintaining certification.
18. Other duties as assigned

SUPERVISORY RESPONSIBILITIES
Supervises up to 10 employees or interns who may include but not limited to Program Assistant, QA, Interns and Volunteers, and other program staff.

SPECIAL ADA REQUIREMENTS
Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.
1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

BENEFITS
Competitive wages, friendly environment, two weeks of vacation (increase after 2 years of employment), 12 paid holidays; sick leave; employer paid health, dental, vision, life and disability insurance; optional employee...
paid dependent health coverage available, 403b retirement account, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

APPLY
Apply through emailing to jobs@brighter-beginnings.org. For more information about Brighter Beginnings, please visit our website at www.brighter-beginnings.org.