



## **JOB DESCRIPTION**

### **INFECTIOUS DISEASE PROGRAM MANAGER**

**Position No:** TBD

**Job Title:** Infectious Disease Program Manager

**Department:** Infectious Disease

**Salary:** \$50,000

**FLSA Status:** Exempt

### **BASIC FUNCTIONS AND RESPONSIBILITIES**

Under the direction of the Vice President of Community Based Programs, supervises infectious disease programs and assists with the development, implementation and evaluation of health promotion programs for chronic diseases. Manages overall health education and outreach activities for chronic disease prevention programs. Implements cost-effective, evidence-based, data-driven health promotion programs based on relevant, measurable, practical health and behavior outcomes for chronic disease prevention.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Coordinate with other grassroots organizations to form connections to reduce the transmission of infectious diseases.
- Form an advisory council and meet on a regular basis to discuss tactics to improve the transmission of infectious diseases.
- Direct activities in the areas of health promotion for infectious disease prevention through the lens of health equity that ensures the needs of vulnerable populations are considered.
- Develops and implements programmatic work plans to fulfill program objectives and allocates resources to address identified needs.
- Assists in grant management including writing reports, preparing statistical and narrative reports, budget development and monitoring, and attending grant meetings.
- Evaluates health promotion activities and outreach for infectious diseases in order to determine the efficiency and effectiveness of the services and initiates quality improvement processes when necessary.
- Assists in assessing community health needs for infectious disease prevention.
- Facilitates activities in alignment with public health accreditation standards and measures.
- Represents the Institute for the Advancement of Minority Health on various committees and coalitions.

- Carries out supervisory responsibilities in accordance with the organization's policies and collective bargaining agreements and applicable laws.
- Other duties as assigned.

### **SUPERVISION RECEIVED**

Administrative and/or functional supervision is received from the Vice President of Community Based Programs.

### **SUPERVISION EXERCISED**

Administrative and/or functional supervision is exercised over community outreach specialists, health educators and community health workers.

### **QUALIFICATIONS**

- A Master's Degree from an accredited college or university in public health, health promotion or community health education.
- Must be certified or eligible for certification as a Certified+ Health Education Specialist (CHES) and attain certification within 1 year of hire.
- Minimum of 3- 5 years of related work experience required; management experience preferred.
- Must have a valid Mississippi driver's license and be insurable under the State and County guidelines.
- Must demonstrate knowledge of principles and practices of public health, public health education and community health promotion.
- Must be proficient in computer software applications.
- Excellent written and verbal communication skills are required.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with employees, agencies, vendors, and the general public.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demand characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors but requires frequent travel from one location to another to perform essential duties.
- Position requires frequent use of computers, phones, copies and fax machines.
- Position requires frequent interaction with employees, outside agencies and the public.

- Must occasionally lift and/or move up to 25 pounds.

### **Education**

Master's degree in public health, health care administration, or a related field is required.

### **Equal Opportunity Employer Statement**

The Institute for the Advancement of Minority Health is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

To Apply: Please submit your cover letter and resume to [humanresources@advancingminorityhealth.org](mailto:humanresources@advancingminorityhealth.org). Please address all emails to Mrs. Chasitie Watson, HR Director.