Manager, Unified Health

Job Description

Position Title: Manager, Unified Health

Effective Date: September 1, 2023

Department: Health

FLSA Status: Full-time Exempt (Salaried)

Reports to: Director of Health Initiatives

Company Overview:

Special Olympics Mississippi transforms lives through the joy of sport every day. We are part of the world’s largest organization for people with intellectual disabilities: with millions of athletes in countries across the world and millions more volunteers and supporters. We are also a global and social movement. Through the power of sports, people with intellectual disabilities discover new strengths and abilities, skills, and success. Our athletes find joy, confidence, and fulfillment on the playing field and in life. They also inspire people in their communities and elsewhere to open their hearts to a wider world of human talents and potential. The mission of Special Olympics Mississippi is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in the sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community. Our vision is to promote acceptance, inclusion, and well-being for people with intellectual disabilities through sports.

General Description:

The Unified Health Manager position will promote healthy activity and interactions, combat stereotypes and stigma, eliminate hurtful language in schools, and engage young people in pro-social activities that lead to more inclusive and accepting attitudes and behaviors in school climate. This position supports the growth and success of health and fitness activities in the Young Athlete and Unified Champion Schools (UCS) programs.
Primary Duties and Responsibilities:

- Plan, implement, and provide general program support relating to the expansion and execution of the Special Olympics Young Athletes program.
- Promote Young Athletes and recruit new schools and groups.
- Act as liaison and administrator between Young Athlete and fitness programs in UCS programming including collecting participant information (registration forms, assessments, and surveys).
- Work with UCS programs (including SO Colleges) to form Unified Fitness Clubs to provide students with and without disabilities opportunities to participate in inclusive health and sports activities.
- Execute Healthy LEAP, Fit 5 or High 5 fitness programming within UCS programs.
- Implement health education programming for families with children participating in Young Athlete programs.
- Assist in the coordination of a statewide field day and host Healthy Young Athletes event.
- Assist with statewide SOMS events, if needed.
- Other duties as assigned.

Required Skills:

- **Leadership** – The capacity for leading and managing a diverse group of people; foster a high-performance culture characterized by service leadership, collaboration, and transparency that will result in solid team morale, effective talent utilization, and partnership across functional areas of the organization
- **Communication** - Effectively listens to and understands others; conveys one’s thoughts and ideas. ability to collaborate with teams and define personal roles and responsibilities, which includes the ability to extrapolate plans and create results through critical thinking and exercising sound judgment
- **Change Management** – Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results
- **Capacity Building** – The ability to effectively build organization and staff capacity, developing a high-performing workforce (staff and volunteers) and the processes that ensure SOMS operates effectively and efficiently
- **Results Oriented** – Relentlessly pursues improvement and results; creates a culture of mutual accountability
- **Ethics/values** – Works by SOMS’s core values and constructively engages team members to practice SOMS’s core values
- **Integrity/Trust** – Maintains the confidentiality of SOMS’s financial and corporate data
- **Planning/Organizing** – Prioritizes and plans work activities; Uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans
- **Responsibility and Accountability** – Takes personal responsibility and ownership for adhering to all company policies and procedures while also completing work timely and per performance expectations; holds others accountable for agreed-to actions, sets priorities and milestones, assigns realistic time frames
Physical Requirements:

- **Physical Activity Level:** Sedentary physical activity performing non-strenuous daily activities of an administrative nature
- **Physical Demands:** Able to lift, carry, pull, or move objects up to 25lbs in weight, substantial movements (motion) of the wrist, hands, and/or fingers in a repetitive manner

Qualifications:

- Bachelor’s degree in education, health, fitness, or similar major, or have worked in related discipline with a minimum of three years of related experience
- Excellent written and verbal communication skills
- Ability to work across programs (Health and UCS)
- Ability to work with teachers, coaches, etc. to effectively implement programming
- Ability to professionally represent Special Olympics Mississippi at meetings, conventions, conferences, and other events
- Excellent project management skills and team-oriented approach
- Proficient in the use of Microsoft Office Business Applications (Word, PowerPoint, Excel, Outlook)
- Able multi-task and adapt to change when needed
- Experience working in school-based environments or programs is beneficial
- Willing to chaperone youth with and without intellectual disabilities
- Requires Valid Driver’s license and ability to operate a motor vehicle and insurance
- Must be able and willing to travel is 25-35% throughout the State of Mississippi for Special Olympics events

Work Environment:

- Climate-controlled office environment at the SOMS state office location
- Full-time position
- Typical schedule is Monday through Friday with regular working hours; available to work outside business hours when necessary
- The position can be performed virtually in a telework arrangement as needed with approval from the President/CEO of SOMS
- This job requires routine driving to attend and support various program events throughout Mississippi, all year round

Acknowledgment:

I have reviewed this job description and understand the responsibilities, essential functions, environmental factors, and qualifications included within. I understand that the President/Chief Executive Officer may also change this job description without notice.

To apply for this opportunity, please submit your cover letter and resume to Special Olympics Mississippi at info@specialolympicsms.org by Friday, July 28, 2023.