

EL CENTRO FAMILY HEALTH
JOB POSTING

DATE: June 13, 2018
TITLE: Health Programs Manager
CLASS/FTE: Salary Exempt /1.0 Full-Time
SITE: North and West Regions
SUPERVISOR: Health Programs Director

RESPONSIBILITIES:

The Health Programs Manager is responsible for assisting the Health Programs Director in achieving the goals of the Health Programs Department in their applicable region.

EDUCATION:

Bachelor's Degree in Health Education or closely related field from an accredited institution.

EXPERIENCE:

Minimum of three years experience as a health educator in clinical, community or public health setting. Supervisory and program management experience.

PREFERRED:

Ability to speak Spanish desirable.

Knowledge, Skills and Abilities:

- 1) Ability to manage multiple projects concurrently with excellent organizational skills and abilities, accuracy and effective timelines.
- 2) Ability to assess program needs and communicate needs and recommendations to the Health Programs Director.
- 3) Demonstrated ability to implement prevention and disease management programs.
- 4) Demonstrated ability to deliver evidence-based, culturally appropriate, psycho-educational interventions that support patient self-care.
- 5) Ability to perform duties and responsibilities with dignity, calmness, accuracy, and confidentiality in all contacts with patients, staff, and other health professionals.
- 6) Ability to receive and incorporate supervisory feedback positively, and with professional maturity.
- 7) Knowledge about medical office flow and procedures.
- 8) Computer literacy.
- 9) Communication skills and ability to work with staff and providers around problems affecting health care service delivery and patient/public interaction.
- 10) Ability to drive to outlying locations.
- 11) Maintain valid driver's license and clearance for unrestricted automobile insurance coverage pursuant to NM State law.

EOE/M/F/D/V/Drug-free Workplace

Interested individuals must submit a Cover Letter, Resume and an updated Employment Application to Human Resources via e-mail at: hr@ecfh.org or fax to 505-747-8943, ATTN: Samantha Carlson, HR Tech.

DEADLINE: Opened until filled