

**COMMUNITY ACTION PARTNERSHIP OF STRAFFORD COUNTY**  
**Population Health Manager**  
**POSITION DESCRIPTION**

**Job Title: Population Health Manager**  
**Reports to: Child and Family Services Director**  
**Program/Department: Child and Family Services**  
**FLSA Status: Full time/Regular/Exempt**  
**Probationary Period: 90 days**  
**Work Schedule: 40 hours/week**  
**Salary Range: Updated annually**

**GENERAL DESCRIPTION**

The Population Health Manager is responsible for promoting for the health of the CAPSC and greater Strafford County community. The position involves advocating for, and educating clients about physical, mental and emotional health cultural, socioeconomic, and environmental impacts to health and self-care. This position will focus on developing and implementing programs for change within socioeconomic and health disparities, promote health and food equity, quality, and accessibility for all.

This position oversees our Health and Nutrition programs including: Emergency food program (food pantries, commodity food), school, summer and after school meal program, and all health and nutrition content areas for Head Start, Early Head Start, Healthy Families America, and Comprehensive Family Support Services.

**EDUCATION and/or EXPERIENCE**

- Bachelor's Degree in public / community health; nursing; nutrition, health administration other related health field. Experience within in health/nutrition administration preferred but not required. .
- Knowledge of Head Start Performance Standards, philosophy, and mission is desired.
- Advanced computer literacy including: database management, EXCEL, WORD, and Outlook.
- Comfortable with entering and tracking health statistics.

**DUTIES AND RESPONSIBILITIES**

- Develops and monitors program budgets, manages expenses.
- Research and submit any applicable grant funding opportunities.
- Oversee the CAPSC Food Pantry and meal delivery program and ensuring accurate use of funds within the USDA and CACFP funding.
- Works closely with state and local funders to promote community partnerships and program expansion.
- Ensures that systems and procedures for the delivery of quality services are implemented in accordance with Program Performance Standards and the Head Start Act of 2007.
- Ensures compliance with performance standards and develops solutions to improve program services and effectiveness.
- Responsible for the oversight and compliance for for all data entries to ensure that all required vision, hearing, health and dental screenings, physicals, and immunizations are complete according to Head Start Performance Standards and State Child

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Care licensing.

- Organizes various programs for families and children in areas of prevention and education around community needs including health assessments, screenings and health fairs
- Organizes, conducts or secures training for staff, parents, and volunteers in these specific areas: CPR/First Aid Certification; Hearing and Vision Screening; OSHA Blood Borne Pathogen Standards; Occupational Health and Safety; Child Safety; and Disaster Response.
- Ensures that parents at all levels (Health Advisory Board, Policy Council, parent groups and individuals) receive information regarding health, dental and nutrition issues.
- Provides health information and support to Head Start staff and families.
- Maintains a library of resources, such as publications and videos for training and circulation purposes.
- Ensures ongoing compliance with all relevant regulations and standards, recommending required changes to procedures and updating forms.
- Identify community needs and develop initiatives and programs around cultural inclusion and socioeconomic equity.

**OTHER QUALIFICATIONS**

- Strong commitment to maintaining confidentiality
- Excellent communicator and collaborator
- Excellent organization and time management skills with ability to prioritize and manage work load and deadlines
- Excellent interpretation and problem solving skills including analysis of health data
- Ability to work independently as well as in a team environment
- Ability to perform administrative tasks (establishing objectives, organizing and mobilizing staff to implement plans, planning ability, evaluation skills).
- Ability to collaborate with other health professionals, agencies and Head Start staff.
- Ability to work flexible hours and travel when necessary.
- Knowledge of and sensitivity to the unique challenges faced by families living in poverty.
- Knowledge of and ability to utilize community resources
- Reliable source of transportation with 100/300 liability insurance coverage.
- Physical strength/endurance/mobility to perform in a standard daily required work routine (i.e. walking, sitting, lifting, and driving to various sites as required).

**COMMUNICATION SKILLS**

- Be able to communicate effectively with staff, volunteers, and families on a regular basis
- Good communication skills and ability to follow verbal and written instructions.
- Ability to read, write, and communicate instructions
- Ability to train and provide presentations to large and small groups

**SUPERVISORY RESPONSIBILITIES**

- Supervises Health Supervisor, Food Outreach Supervisor, Food Services Supervisor, and

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Mental Health Coordinator.

**GENERAL EXPECTATIONS**

- Participates in the annual program self-assessment.
- Works cooperatively with the Management Team to ensure full integration of the Head Start Performance Standards throughout the program.
- Completes quarterly file reviews. Ensures maintenance of records related to Health and Nutrition Services.
- Plan, assign, coordinate, organize and prioritize work.
- Models direct, positive, honest, and respectful behavior in every aspect of work with children, families, staff and community members.
- Energetically engages people, issues and work.
- Applies the highest ethical standards to themselves and others on a daily basis.
- Supports other in their efforts to be productive and effective and succeed in work and life.
- Actively participates in teambuilding, which includes sharing ideas and mutual support of team members.
- Consistently uses interpersonal skills that are appropriate for individual styles, personalities, cultures, the nature of the work, and the environment in which the work is being done.
- Practices honest, respectful and direct communication as well as active listening.
- Respects confidentiality of information about agency staff, personnel issues, and other program operations.

**EMPLOYMENT SCREENING**

Valid Driver's License and insured vehicle (100/300 minimum coverage) for use on the job or acceptable alternative, driving record check, criminal record check, randomized drug screening.

**SPECIAL REQUIREMENT:** Head Start and child care licensing requires a criminal record check and finger printing to be completed prior to employment. An initial physical examination record, including a TB screening must be obtained within 60 days of hire, updated every three years and kept on file with Human Resources. If a TB screening indicates high risk, results of a TB test must be kept on file including any treatment received. An initial driving record check will be conducted. License information will also be submitted to the agency's automobile insurance earner.

- **MISSION VISION & VALUES**

Our Mission: To educate, advocate and assist people in Strafford County to help meet their basic needs and promote self-sufficiency.

Our Vision: To eliminate poverty in Strafford County.

Our Values: Compassion, Education, Sufficiency, Transparency, Accountability, Teamwork, Client Focus and Professionalism.

**ACKNOWLEDGEMENT:**

Revised May 26, 2021

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- I have read and understand the explanation and position description.
- I have the ability to complete the functions and duties outlined in the position description.
- The job description is intended to convey information essential to understanding the scope of the position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.
- If I have any questions regarding the information I have read or the interpretation of any requirements, I will bring them to the attention of my supervisor.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name printed: \_\_\_\_\_

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Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_