



Employment Opportunity

Location of Job:	Poughkeepsie, NY
Employer:	The Institute for Family Health
Program Name:	Dutchess County Healthy Families
Job Title:	Associate Director
Description of Duties:	Under the supervision of the Regional Director of Care Coordination, the role of the Associate Director is to manage, coordinate and evaluate the work plan, objectives and requirements of grant contracts for Dutchess County Healthy Families. The Associate Director of Family Programs provides regular supervision to Healthy Families Supervisors and other program staff. The Associate Director of Family Programs assures program adherence to the Healthy Families model and oversees implementation of program activities necessary to achieve HFNY performance targets and performance indicators.
Hours:	M-F 9am-5pm
Salary:	\$60-70k annual salary
Minimum Requirements:	<ul style="list-style-type: none"> ▪ Provides day to day supervision of program Supervisors and other program staff ▪ Performs or designates completion of orientation, training, and quality assurance activities on site ▪ Recommends personnel actions such as selection, evaluation, promotion and discipline to Regional Director ▪ Identifies service, training, and personnel needs within the program ▪ Organizes and runs team meetings, and identifies training needs to coordinate staff trainings

	<ul style="list-style-type: none"> ▪ Oversees day-to-day work of all staff on site, including organizing coverage ▪ Develops and enforces safety protocol and procedures ▪ Develops policies, procedures, and protocols necessary to carry out project activities with Regional Director ▪ Prepares quarterly program reports in consultation with Regional Director ▪ Develops and promotes mutually collaborative relationships with other grant funded and community programs ▪ Attends regional and statewide HFNY meetings as requested ▪ Plans and facilitates quarterly Advisory Committee meetings ▪ Monitors achievement of all contractual requirements, performance targets, and performance indicators ▪ Informs Regional Director of program activities and consults with Regional Director in key decision-making ▪ Coordinates with Supervisory Team in Ulster and Dutchess Counties to capitalize on skills and create comprehensive services and systems across the sites ▪ Provides technical and clinical support to program staff and shares expertise and training across programs.
Preferred Requirements:	
Contact Information:	Send Resume and Cover Letter to Katie Bierlein, Regional Director of Care Coordination, kbierlein@institute.org
Deadline for Resumes:	7/31/2020