



## DOMINICAN WOMEN'S DEVELOPMENT CENTER

519 West 189<sup>th</sup> Street, Ground Floor · New York, New York 10040  
t. 212.994.6060 · f. 212.994.6065 ·

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### JOB DESCRIPTION

Under the direction of the Department Director, the Program Manager directs program staff in the implementation of the Healthy Families New York program in Washington Heights/Inwood. Healthy Families is a home visiting program to provide information and support during pregnancy and early childhood to reduce the risk of child neglect and abuse. As such the Program Manager is responsible for monitoring adherence to the Healthy Families program philosophy, policies, procedures, and established performance standards and requirements for home visitation services.

**Position:** Program Manager

**Status:** Full Time, 35 hours per week

**Salary:** Based on experience

**Expected Start Date:** September 2019

#### Position Description:

- Plans and directs all early childhood program activities for infant/toddler services, pregnant women services, parent involvement services, Policy Council involvement, and staff ensuring a high quality educational program.
- Develops program content area policies and procedures to identify, recruit, hire and train appropriate staff to carry out home visitation services as contracted.
- Develops and implements the staff development training program that prepares staff in each content area to meet or exceed program requirements with support of Program Supervisor.
- Creates plans and schedules that assure staff capability to meet milestones for home visitation services; monitors plans regularly with staff so that revisions or adjustments are made as soon as necessary.
- Establishes communication mandates with the HFWH team to maintain contact with parents, the Advisory Council, community partners and other organizations, as necessary.
- Oversees the implementation of year round programming at program site towards fulfillment of HFWH goals with participants and their families
- Maintains effective contact and communication with representatives from the Office of Children and Family Services as required and prepares and submits quarterly reports based on grant deliverables.
- Oversees the budget established and makes certain that costs are incurred and monitored for efficiency and effectiveness in collaboration with Department Director and Data Manager.
- Represents the organization and program in diverse coalitions that will foster community relationships

~ Empowering women and their families today, for a better tomorrow ~



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and the program's goals.

### **Qualifications:**

- Masters in Social Work, psychology, public health strongly recommended with at least four years of direct experience with at-risk families, including work in the field of child abuse or family violence and previous supervisory experience or Bachelor's degree in relevant field with at least three years of relevant experience
- Administrative experience in human service related program(s), including experience in quality assurance/improvement and program development.
- Demonstrated experience in managing home visiting programs.
- Knowledge and experience in strength-based and family centered provision of primary prevention services, and/or direct experience as a home visitor.
- A solid understanding of and experience in managing staff.
- Demonstrated experience in managing and designing innovative culturally- sensitive and trauma informed programming
- Must be fluent in Spanish.
- Working knowledge of Macintosh, Microsoft Office, and portable technologies.
- Strong commitment to the mission and vision of DWDC is a must.