



HEALTHY OPPORTUNITIES PROGRAM SUPERVISOR

Provides supervision of the Healthy Opportunities Pilot Program. Provides program managerial oversight to include budget, operational practices, policy implementation, development of collaborative efforts, statistical reports, supply orders, inventory, etc. Completes all required reports for funding and support services. Works to improve community resilience for qualified recipients of Medicaid. Provides case management and related social support services to assist clients with finding and establishing permanent housing, specialized course registrations to include parenting and violence prevention training.

EDUCATION REQUIREMENT:

REQUIRED: High School Diploma or equivalency.

RECOMMENDED: Bachelor Degree in Healthcare or related field. Community and public service in addition to a high school diploma may be considered in lieu of recommended education requirement. Demonstrated experience vaccination education is preferred.

ESSENTIAL JOB DUTIES:

- Provides Healthy Opportunities Pilot Program Management.
- Provides supervision for program staff to include Community Organizers and Budget Officer.
- Completes and/or reviews all monthly, quarterly and annual reports as required.
- Attends program meetings to develop proficiency in program operational practices and program development.
- Serves as an administrator for the NCCARES360 portal.
- Builds positive working relationships community agencies.
- Conducts evaluations of services delivered by staff.
- Hires instructors for instructional delivery for parental training and violence prevention.
- Procures, develops, and/or prepares HSO infrastructure and systems for Pilot program.
- Reviews, accepts and/or redirects incoming client referrals.
- Assigns incoming referrals to the appropriate staff.
- Assists clients in the development and implementation of a housing/care plan.

- Supports program integrity, monitoring and reporting.
- Serves as an alternate instructor for various training courses, as necessary.
- Participates in interviews, surveys and other qualitative assessments that serve the evaluation and data needs of the program.

*Other duties may be assigned as deemed appropriate.

ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS

- Valid Driver's License
- Proof of Eligibility to Work in the United States
- Basic Computer Literacy Skills
- Demonstration of proficiency in verbal and written communication in English.

*All candidates for hire must complete a driving record and criminal background evaluation.