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Job Title	MGR Child Advocacy Program, Healthy Child Development	Job Code	6876
Reports to	Director, Children's Advocacy	Grade	49
Last Revised:	10/09/2011	Job Class: Manager	FLSA Exempt

JOB SUMMARY

Works with the Director to coordinate community advocacy and education activities related to Children's Hospital. Responsible for development of advocacy objectives and strategies that support organizational goals. Supervises the implementation of program components for the Healthy Child Development program . Manages program staff.Serves as administrative support for Children's Hospital Academic Vice Chair in meeting educational goals. Initiates,develops ,coordinates and manages grants to assure compliance and effective service delivery.

ACCOUNTABILITIES

Incumbents may be required to perform other job related tasks other than those specifically presented in this job description. The following is not an exhaustive list of responsibilities. This list of essential duties and responsibilities is intended to provide a representative summary of the major duties and responsibilities performed.

Accountabilities		% of time
1	Manages development and refinement of all Healthy Child Development program components with the goal of improving health outcomes for children. Advances the program through creative resource development and grants management in coordination with GHS Office of Institutional Advancement. Employs appropriate outcome measures for program effectiveness and community impact. Serves as main program contact and liaison to the Center for Developing Minds, other key GHS depts., and strategic local, regional and state level partners. Works with the Director on the development and management of budgets for advocacy programs. Manages and allocates funds within budgets to accomplish program objectives.	25%
2	Supervises Healthy Child Development program staff.	15%
3	Develops and implements a long-range plan for the administrative operation of Help Me Grow - a statewide system of care coordination and service linkage. Manages the implementation of Help Me Grow program components.Serves as state liaison to the Help Me Grow National Center, facilitates state level leadership team meetings and activities. Develops and manages budget, secures grants and other funding to support programming, participates in webinars and national learning collaboratives. Completes required reports and participates in the annual Help Me Grow national forum.	25%
4	Responsible for overall planning and execution of Nurturing Developing Minds- an annual conference strengthening the capacity of primary care practitioners to effectively address development and behavioral concerns of children. Coordinates efforts with Developmental-Behavioral Pediatrics and the CME Office. Participates on the conference planning committee, prepares conference CME application, develops conference budget, coordinates keynote speaker arrangements, creates conference marketing materials, oversees marketing, exhibitor and sponsor activity, coodinates all logistics during conference.	15%
5	Develops and maintains local, state and national relationships important for quality program delivery. Explores opportunities for innovation and growth through cross departmental projects which support organizational, departmental and program goals.	5%
6	Develops marketing strategies for Healthy Child Development program emphasizing total health messages with a prevention focus. Build plans through creatively collaborating with GHS marketing/community relations and other internal departments to accomplish goals. Develops program collateral material and manages website development.	10%

7	Represents Children's Hospital in its relationship with other child health agencies and organizations, explores and develops opportunities for partnerships to advance children's health care, serves on community boards as assigned, represents the department at conferences, meetings and on working committees.	5%
8		%
9		%
10		%
	Percentage Validation	100%

COMPASSION STANDARDS

GHS Standards of Behavior – Compassion Standards

At Greenville Health System (GHS), we hold ourselves accountable to high standards of behavior. These standards are observable, measurable and can apply system-wide to any department or role, clinical or non-clinical.

Compassion guides our interactions with patients, families, other customers, vendors and co-workers. At GHS, we don't just "go through the motions." In addition to following all other policies, as an integral member of the GHS team, employees are expected to demonstrate compassion by exhibiting the standards of behavior listed below in their day-to-day activities. Compassion standards are incorporated into our daily work through demonstrating key behaviors associated with each standard.

- CCommunicate professionally.
- OObserve good hand hygiene.
- Maintain clean and quiet surroundings.
- PProtect privacy and confidentiality.
- AAssist patients, families and other customers.
- Ssmile and greet everyone.
- Secure a safe environment.
- IIdentify myself and wear my badge.
- OOffer support and demonstrate teamwork to co-workers.
- NNote problems and take responsibility to solve them.

COMPLIANCE

Demonstrates compliance with established system and departmental policies and procedures; including but not limited to dress code, attendance, safety and confidentiality. Adheres to job requirements regarding PPD testing, licensure, certification and assigned training.

PATIENT CARE RESPONSIBILITY/AGE SPECIFIC REQUIREMENTS

Clinical competencies, including additional age specific competencies, may be unit specific. Individuals performing in this job must be able to demonstrate the knowledge and skill necessary to provide appropriate care to the age of the patients served on their assigned unit.

Age of Patients Served	Direct Patient Care/Treatment
Neonatal	<input type="checkbox"/>
Adolescent	<input type="checkbox"/>
Infant	<input type="checkbox"/>
Pediatric	<input type="checkbox"/>
Geriatric	<input type="checkbox"/>
Adult	<input type="checkbox"/>

SUPERVISORY/MANAGEMENT RESPONSIBILITIES

1. This is a non-management job that will report to a supervisor, manager, director or executive.
2. Job has direct and/or indirect supervision of employees that may include final budget authority, hire/termination authority, performance appraisal responsibility and disciplinary authority. Job will be considered a member of management staff at GHS and will have direct reports.

If number 2 above is selected, please complete the following:

Range of employees (headcount) directly and indirectly supervised by this job: 2-4	
List the job titles of employees typically supervised (direct supervision)	
Special Projects Coordinator	
Physician Education Coordinator	
Children's Advocacy Specialist	

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

Questions regarding this section should be referred to Employee Health and Wellness

REGULATORY/COMPLIANCE					
OSHA Exposure (exposure to blood and bodily fluids)		OSHA EXP 3 - NOT EXPOSED			
TB Skin Test Required		YES			
OSHA Respiratory Protection		NO			
REQUIRED PROTECTIVE EQUIPMENT					
<input type="checkbox"/> Lab coat/apron <input type="checkbox"/> Eye protection <input type="checkbox"/> Face protection <input type="checkbox"/> Non-sterile medical gloves <input type="checkbox"/> Gown <input type="checkbox"/> Sterile medical gloves					
WORK ENVIRONMENT		Amount of Time			
		None	Under 1/3	1/3 to 2/3	Over 2/3
Works near moving mechanical parts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to antineoplastic/cytotoxic agents <i>(Based on departmental assignment)</i>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to fumes or airborne particles		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to infectious/contagious diseases		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to disease-bearing specimens		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to loud noises		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to outdoor weather conditions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to risk of electrical shock		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to blood/body fluid		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to risk of radiation		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposed to chemicals/cleaning agents		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PHYSICAL REQUIREMENT		Amount of Time			
		None	Under 1/3	1/3 to 2/3	Over 2/3
Sitting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walking		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands and fingers to touch, handle or feel		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaching with hands and arms		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing or balancing		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stooping, kneeling, crouching or crawling		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Repetitive motions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weight lifted, carried, pushed or pulled				
Light physical effort (up to 10 pounds)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderate physical effort (up to 25 pounds)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy physical effort (up to 50 pounds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extremely heavy physical effort (up to 100 pounds)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vision Requirements				
Close vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Distance vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Peripheral vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

JOB REQUIREMENTS

MINIMUM EDUCATION		Type of education	
Bachelor's Degree		Bachelor's degree in marketing, communications, health care administration, early childhood or related human service field.	
MINIMUM EXPERIENCE		Type of experience	
8 years		advocacy and children's healthcare marketing/communications relations	
REQUIRED CERTIFICATIONS, REGISTRIES, LICENSES			
OPTIONAL: In lieu of the experience and/or educational requirements indicated above a combination of education, training and/or experience will be considered an equivalent substitution:			
REQUIRED SKILLS AND COMPETENCIES			
Clerical Testing select one	<input type="checkbox"/>	Proficient computer skills (database)	<input checked="" type="checkbox"/>
Basic computer skills	<input checked="" type="checkbox"/>	Data entry	<input type="checkbox"/>
Knowledge of office equipment (fax/copier)	<input checked="" type="checkbox"/>	Mathematical skills	<input type="checkbox"/>
Proficient computer skills (word processing)	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>
Proficient computer skills (spreadsheets)	<input checked="" type="checkbox"/>	Other:	<input type="checkbox"/>
OTHER QUALIFICATIONS OR EXPERIENCE			
administrative or supervisory experience	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>
		Preferred	
resource development and grants management experience	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>
		Preferred	
master's degree	<input type="checkbox"/>	Required	<input checked="" type="checkbox"/>
		Preferred	
	<input type="checkbox"/>	Required	<input type="checkbox"/>
	<input type="checkbox"/>	Preferred	