

**LOCAL HEALTH PERSONNEL JOB DESCRIPTION**

<b>CLASS TITLE:</b> First Steps Services Manager	
<b>TITLE CODE:</b> 1530	<b>SERIES:</b> Program Management
<b>SELECTION METHOD:</b> 100% qualifying	<b>SALARY: (MIN-MID)</b> \$25.63- \$31.86 <b>GRADE:</b> 21 <b>SPECIAL ENTRANCE RATE:</b> May be adjusted at agency's discretion based upon additional education & experience.
<b>POSITIONS IN THIS CLASS GENERALLY REPORT TO:</b> Director of the Local Health Department	
<b>PRIMARY USER AGENCY:</b> LOCAL HEALTH DEPARTMENT	

**CHARACTERISTICS OF THE CLASS:** CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Direct, plan, organize and implement First Steps goals and interview and oversee staff in the First Steps program.

**MINIMUM REQUIREMENTS:** MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

**EDUCATION:** Bachelor's degree from a college or university with a major in Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, Nursing and Psychology, Interdisciplinary early childhood education or social work.

**EXPERIENCE:** Four (4) years of professional experience in a community health agency or similar Early Childhood Education capacity that would demonstrate the necessary knowledge, skills and abilities of working with young children birth through five years of age or families of young children birth through five years of age. Two (2) years of the experience must demonstrate progressive responsibility in a supervisory or management capacity in a community or public health organization that included specific experience in early childhood education birth through five years of age.

**SUBSTITUTION CLAUSE:** See Below

**EDUCATION:** A Master's Degree in Nursing, Nutrition, Occupational Therapy, Speech Therapy, Physical Therapy, Family Therapy, or Psychology, Interdisciplinary Early Childhood Education or Social Work may substitute for one (1) year experience of working with young children birth through five years of age or families of young children birth through five years of age.

**EXPERIENCE:** N/A

**SPECIAL REQUIREMENTS:** (AGE, LICENSURE, REGULATION, ETC.) Must possess and maintain a valid driver's license.

**POST EMPLOYMENT REQUIREMENTS:** EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. Attend necessary trainings and meetings.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION:** EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Direct, plan, organize, establish and implement program goals and objectives to provide a full range of management and supervision to First Steps staff. Interview, hire, assign, direct evaluate performance and discipline staff. Monitor and coach staff as expert source/consultant in various fields, including scope of practice, professional standards, areas of clinical specialization, personnel qualifications, team building/positive working environment, use of appropriate resources and provide effective feedback to subordinate staff setting goals for improvement. Conduct or facilitate staff meetings, provide technical assistance, staff education and in-service training, and consultation to program staff in the preparation of client records, the termination of financial eligibility and the preparation of required reports. Develop and promote effective relationships with community, local or state agencies. Communicate directly with physicians and other health care providers concerning individual care plans and administrative matters as appropriate. Monitor and evaluate services and programs through quality assurance audits. Recommend, develop, interpret and model effective decision making skills in clinical protocols, manuals, TOTS data base and records to ensure compliance with program/agency policy, plans regulations, CCSG and state and federal mandates for field, clinic and office operations. Determine fiscal requirements as liaison with funding authority/departmental fiscal unit to monitor and evaluate program activities/manage and authorization of budget expenditures which may include preparation of grant proposals, collection and analysis of statistical data for First Steps services, health promotion/health education services, educational training programs for employees or other objectives consistent with the First Steps program. May supervise.

**TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS:** INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent in inside settings.

**ADDITIONAL REQUIREMENTS:**

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

**DATE CLASS ESTABLISHED:** 07/01/06

**DATE OF LAST REVISION:** 10-3-22

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.