

**Program Manager-Medical (SAFE-CARE)**

**Job Description**

**Location:** Jefferson City, MO

**Benefits:** Major Medical Insurance, 401(K), Cafeteria Plan

**Salary Range:** $40,000-$50,000

**Paid Time Off:** 14 Hours Per Month; 13 Paid Holiday

**Overview**

SAFE-CARE (Sexual Assault Forensic Examination-Child Abuse Resource and Education) is a state-funded program that develops and maintains a coordinated medical response to child abuse and neglect in Missouri. The role of the Medical Program Manager is to provide oversight, development, and direction for programs that provide training to medical providers on the forensic evaluation and comprehensive medical care of children who may have suffered physical or sexual abuse, provide mentorship, support, and ongoing education for a network of providers that take an active role in providing these services to children in their communities and empower multidisciplinary team members to better recognize and respond to child abuse and neglect.

The Program Manager also manages the program contract and works collaboratively with partners and stakeholders including the Missouri Department of Health and Senior Services and the SAFE-CARE Medical Resource Centers (Children’s Mercy, St. Louis Children’s Hospital and Cardinal Glennon Children’s Hospital) to promote best practices in the field and improve Missouri’s statewide medical response to child abuse and neglect. Independent judgment and discretion are necessary to accomplish the duties set forth, below.

This position requires occasional in-state and out-of-state travel, and employees are reimbursed for travel expenses at a reasonable rate. Evening and weekend hours are occasionally necessary.

The Medical Program Manager reports to the Executive Director. This is a regular, full-time salaried position. Missouri KidsFirst is an Equal Opportunity Employer, and recruits, employs, trains, compensates, and promotes people regardless of race, religion, color, national origin, sex, disability, age, veteran status, and other protected status as required by applicable law.

**Qualifications**

* Bachelor’s Degree in the field of Social Work, Public Health, Psychology, Sociology, Criminal Justice Administration, Human Services, or other related fields.
* 2 or more years of experience working in program development, data management, research methods, training coordination and delivery, multidisciplinary professions, or other related fields.
* Experience working with databases, video conferencing/webinar software, and/or online marketing platforms;
* Knowledge of the medical, child protection, or child advocacy fields
* Comfortable making cold calls and communicating with all types of professionals
* Commitment to strong team environment and direct communication with co-workers
* Ability to travel statewide, as needed, using personal vehicle
* Knowledge of program development and evaluation

**Skills**

* General computer skills (including Microsoft Office)
* Strong organizational skills
* Fiscal management or budgeting
* Ability to prioritize and multi-task
* Critical thinking and problem-solving
* Ability to work in a team
* Ability to work independently
* Strong time management skills
* Ability to take initiative
* Strong interpersonal skills
* Ability to use video conferencing/webinar software
* Verbal and written communication skills, including public speaking

**Job Duties**

Program Development and Management:

* Develop, coordinate and market educational programming for SAFE-CARE providers and multidisciplinary team members, including new provider and annual update trainings
* Lead biannual resource center directors’ meetings to set annual goals, plan program activities, and assess progress toward goals
* Cultivate and maintain partnerships with stakeholders such as the MO Children’s Division, MO Department of Public Safety and child advocacy centers
* Facilitate mentorship between Medical Resource Centers and Network providers
* Disseminate program information to medical and child-serving organizations to promote awareness of child abuse and neglect and recruit new SAFE-CARE providers
* Develop and execute new projects to meet program needs
* Research, develop and promote best practice guidelines for child abuse intervention professionals
* Develop and manage evaluation methods for program activities to determine successes and needs
* Coordinate activities of the three medical resource centers to meet program goals
* Participate in statewide meetings on behalf of SAFE-CARE
* Lead presentations, as needed, at state, regional, and national conferences

Contract Management

* Serve as primary administrator of SAFE-CARE grant including managing budgets, work plans, submitting grant and activity reports, approving invoices and purchases, and compiling information for annual reports
* Develop contract proposals and budgets and conduct contract monitoring to ensure fulfillment of contractual requirements
* Maintain subcontracts with the program’s three medical resource centers
* Produce reports on programmatic outcomes and deliverables

Other Miscellaneous

* Perform administrative functions of Missouri KidsFirst, as needed
* Develop relationships for, and collaborate with partners of, Missouri KidsFirst
* Participate with staff in the preparation of other meetings, training, public awareness and fundraising events
* Assume other responsibilities to meet the goals and objectives of Missouri KidsFirst, as needed and assigned