



# JOB OPPORTUNITY

**JOB TITLE:** Program Director

**REPORTS TO:** Chief Operating Officer

**CLASSIFICATION:** Full-time/Exempt

**LOCATION:** Irvington, New Jersey

**WORK HOURS:** 37.5 hours/week

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**PRIMARY FUNCTION:** Responsible for developing and maintaining relationships with agencies that serve women of childbearing age for the purposes of establishing reciprocal referral networks and generating representation on CAN. Supervises all Healthy Start program staff and offers guidance to ensure education and outreach materials and services are clinically accurate and represent best practices.

**ESSENTIAL DUTIES:**

- Manage and develop the Healthy Start Community Action Network
- Supervise a team of paraprofessional Community Health Workers and Social Worker, including supporting their assessment, linkage, and case management activities
- Supervise Health Educator and Fatherhood/Men's Health Specialist, including supporting their facilitation of 24/7 Dad, Becoming a Mom, and Effective Black Parenting Program groups as well as general Health Education & Promotion seminars
- Supervise Data Coordinator, including supporting their development of program data systems and management of all QI, outcomes, and evaluation activities
- Develop and maintain relationships to ensure that Healthy Start Program can provide outreach to a wide array of high-needs individuals, with particular emphasis on locations that serve women not yet engaged in mainstream service systems
- Integrate Healthy Start program into Essex County coordinated care systems, including clinical care and MIECHV
- Complete all reports and respond to all requests required by funder and external evaluator
- Handle other duties as assigned.

**QUALIFICATIONS:**

- Master's Degree in Public Health, Social Work or related field.
- Three years program management and supervisory experience
- Experience in nonclinical environments required.
- Excellent written and verbal communication skills required; especially required is the ability to communicate accurate clinical information at a low health literacy level.
- High level of familiarity with Essex health and social service resources required.
- Computer proficiency (MS Office Suite) required.

**HOW TO APPLY:**

Please email cover letter, resume and salary requirements to:  
Liliana Pinete, MD, MPH  
Partnership for Maternal and Child Health of Northern New Jersey  
50 Park Place, Suite 700, Newark, NJ 07102

**EMAIL:** [lpinete@partnershipmch.org](mailto:lpinete@partnershipmch.org)

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