



HELP ME GROW ALASKA PROGRAM MANAGER

Help Me Grow Alaska is hiring a Program Manager. Be a part of an exciting team that is building a system where every Alaskan kid has what they need to grow and succeed.

Principal Responsibilities: The Help Me Grow Alaska (HMG-AK) Program Manager has the principal responsibility of leading the HMG-AK team to fulfillment of the HMG-AK Core Purpose “Building a system where every Alaskan kid has what they need to grow and succeed.” The Program Manager oversees the daily operations of the program and is specifically accountable for the management of the program as a part of the system of care in Alaska and as a program of the All Alaska Pediatric Partnership (A2P2).

HELP ME GROW ALASKA PROGRAM GOALS

- **Strategic Goal 1:** HMG-AK strengthens the system of care by promoting developmental health and supporting families in connection to relevant, timely services.
- **Strategic Goal 2:** HMG-AK generates data that is accurate, detailed, and readily available to inform and support communities, partners and advocacy.
- **Strategic Goal 3:** HMG-AK has a broad statewide presence through highly engaged partnerships
- **Strategic Goal 4:** HMG-AK has the capacity to achieve its core purpose: Building a system where every Alaskan kid has what they need to grow and succeed.

POSITION DETAILS

Reports to: Help Me Grow Alaska Program Director

Supports: HMG-AK Program Director, Executive Director, Director of Operations & Development, Outreach Manager, CAP Team Lead

Location: Anchorage (Hybrid)

FLSA Classification: Exempt; salary, Full-Time

Compensation: \$60,000 - \$70,000 annually

Benefits: Competitive benefits program includes medical, dental, vision, HSA, paid PTO and holidays, 403B retirement plan and employee assistance program

RESPONSIBILITIES

HMG-AK Program Manager Accountability:

1. Managing and adapting functional systems for all areas of operations in line with the national Help Me Grow fidelity model.
2. Effectively supervising, coaching and mentoring the HMG-AK team and conducting regular performance reviews.
3. Supporting staff in their work and ensuring they have the tools, training and assistance they need to carry out their duties.
4. Managing and adapting adopted policies and procedures and engaging the team in their utilization.



5. Overseeing the call escalation process – remaining available to support the CAP team in complex or high risk cases.
6. Participating in outreach efforts, serving as a program resource for the Community Relations Team.
7. Coordination of program data reporting efforts and requirements, including the program evaluation, national fidelity assessments and data dashboards in collaboration with the Research & Data Coordinator.
8. Working in collaboration with the HMG-AK Program Director to develop a multi-year HMG-AK strategic plan.
9. Working in collaboration with the Director of Operations & Development to accurately identify resources required to fulfill the plan and prioritize growth and program implementation for sustainable operations.
10. Overseeing the financial operations of the HMG-AK program, working closely with the Director of Operations & Development to ensure the HMG-AK program operates within established budgets.
11. Supporting the Director of Operations & Development with the programmatic information to obtain new sources of funding and fulfilling all requirements for reporting and program delivery.
12. Supporting cooperative projects with partner agencies and organizations, in close collaboration with the HMG-AK Program Director to prioritize projects.
13. Providing knowledgeable oversight of program database and related technology, utilizing external specialists where necessary for technical support.
14. Supporting the HMG-AK Program Director to represent HMG-AK in collaborative settings including standing committees where leadership participation is the key to HMG-AK and partner program success.
15. Build and maintain strong working relationships with local, regional and national stakeholders and partners, as appropriate, to understand the systems of care and the ever-changing landscape of services in the state and nationally to support program implementation and position HMG-AK appropriately.
16. Preparing and presenting program reports quarterly and attending staff and or board meetings as required for successful collaboration.

HMG-AK Program Manager Authority:

Within established budget guidelines, the HMG-AK Program Manager has the authority to:

1. Prioritize program activity and plans of action.
2. Approve expenditures and policy guidelines.
3. Represent HMG-AK in public forums and external relations.

ORGANIZATIONAL STANDARDS

1. We are guided by our core purpose: Excellent health for all Alaska’s kids and we do this by building a system where every Alaskan kid has what they need to grow and succeed.
2. Our purpose can be fulfilled only through successful partnership with communities and service providers statewide. We are individually responsible for supporting these collaborative and cooperative relationships.
3. We value systems and procedures and understand the importance of utilizing current procedures consistently so they may be accurately evaluated and continually improved.
4. We are continually improving, seeking innovative ways to achieve our purpose while understanding that the best evolution of systems and processes is iterative and based on data and experience.
5. We are data driven; capturing information, tracking activities, reporting and analyzing data are regular recurring activities.
6. We are Alaska focused – fulfilling our purpose is a statewide effort with a sense of community “close to home.”
7. All client materials and information will be held as *strictly confidential* and will be appropriately secured.



8. Employees are encouraged to recommend ideas for the vision of the organization, innovations and improvements within their department and position that are consistent with our core purpose.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in Education, Psychology, Social Work, Nursing, Public Health, Health Care Administration, Communications or related field highly preferred
- Proficient in the Microsoft Office Suite with the demonstrated ability to learn new software applications

PREFERRED BUT NOT REQUIRED:

- Experience in program management.
- Experience involving child development, children with special needs or pediatric systems of care.
- Experience in health communications or health education.
- Experience in database programs or information management.
- Experience with the Salesforce CRM platform.
- Experience successfully supervising employees.
- Experience in program evaluation and data analysis.

SKILLS, KNOWLEDGE AND ABILITIES

- Strong motivation and initiation skills and ability to work independently.
- Analytical skills to identify root causes of gaps and barriers and problem solve.
- Excellent communication and interpersonal skills, both written and verbal.
- Ability to work with diverse groups of individuals across sectors to effectively provide information, identify problems and develop feasible solutions.
- Strong organizational skills.
- Ability to use computer programs and data systems to accomplish tasks, manage schedules, and organize multiple and complex program components.
- Demonstrated ability to plan, manage and track workplans and budgets.

NOTES

Travel: Occasional travel in and out of state may be required. Some travel to rural locations may occur in small aircraft.

Nature of Employment: Any description of work is a picture of the major responsibilities of a position at a given point in time. Jobs are dynamic and assignments/priorities may change. The primary purpose of this description is to outline and communicate key tasks and expectations for the position. This description does not imply or create a contractual relationship. All Alaska Pediatric Partnership is an at-will employer.

HOW TO APPLY

Qualified applicants may send their cover letter and resume to carmen@helpmegrowak.org. The positions are open until filled; however, cover letters and resumes will be reviewed on April 18, 2022. Hiring is contingent on funding.