

JOB DESCRIPTION

Public Health Services Manager

JOB TITLE:	Public Health Services Manager	FLSA STATUS:	Exempt
DEPARTMENT:	National Ag Worker Health Program	EFF. DATE:	Aug 1, 2022
REPORTS TO:	Director of Evaluation and National Ag Worker Health Program		

SUMMARY OF PURPOSE AND RESPONSIBILITY

Responsible for implementing and coordinating public health strategies to support prevention efforts to mitigate the impact of infectious diseases, including COVID-19 in agricultural worker communities.

LEADERSHIP AND SUPERVISION

Employee receives direct supervision from the Director of Evaluation and National Ag Worker Health (NAWH) Program. Employee provides direction to other staff.

NATURE/METHOD OF WORK

Work is management-level, requiring application of professional theory and practice. Duties are generally performed independently, with priorities and work plans developed by the employee's manager and monitored periodically. Communication with individuals and various organizations is extensive. The impact of the employee's work on the overall performance of NCFH may affect a large segment of the business and goodwill of the organization. Some travel is required.

QUALIFICATIONS

Job duties require a professional level of knowledge in health care administration, public health, social work, or health education, at the educational/experiential equivalent of a Master's degree; 2 years of management or supervisory experience required. Experience with progressively greater responsibility for project management, community engagement, preferably in a non-profit environment, required. High level of written and verbal communication skills is required. Must be fluent in English and Spanish. Preferred knowledge of agricultural workers or other vulnerable immigrant populations and preferred experience working with public health departments. Must have strong knowledge of U.S. public health system.

WORK ENVIRONMENT & CONDITIONS

Work is performed in a normal office environment and in community settings.

Responsibilities/Duties

1. Infectious Disease Testing and Adult Vaccination Action Strategies

- a. Leads Team in developing national strategy for infectious disease testing and vaccination in 3-8 farmworker communities of focus
- b. Actively engages with the Core Partners and advisory council to develop innovative approaches for disease testing and vaccination challenges
- c. Manages the implementation of testing and vaccination strategies in partnership with organizations serving the agricultural worker community
- d. Engages with federally-qualified health centers (FQHCs), hospitals, employers, state and local health departments, and community-based pharmacies to develop regional and local strategies
- e. Supports both Partner Engagement Coordinators to identify and collaborate with employer and industry partners and Indigenous farmworkers and Indigenous-serving/Indigenous-led organizations and integrates these stakeholders into the overall community action plan
- f. Assesses current relationships between the Health Department and community organizations, agencies and other stakeholders and develops plans to enhance and improve these relationships and partnerships in key geographic areas
- g. Develops protocols and SOPs for implementation and documentation of vaccination and testing strategies
- h. Manages the assessment of training needs of partners and provides or facilitates training in key topics
- i. Works with Communications Team to identify and develop resources (brochures, educational posters, digital media, presentations, etc).
- j. Monitors program activities and provides quality assurance on services provided

2. H-2A Outreach

- a. Manages engagement of international, national, and local partners (CBOs, employers, governmental organizations) for digital and face-to-face H-2A outreach
- b. Makes data-driven decisions to determine where and when to conduct H-2A outreach
- c. Creates or updates internal SOPs related to H-2A outreach
- d. Incorporates feedback from Partner Engagement Coordinators in developing plans and supports their implementation of the plan, as relevant to their scope of work and quarterly goals
- e. Works with Communications Team to develop a plan for digital H-2A outreach
- f. Works with Outreach Services Team to develop farmworker-reviewed H-2A educational materials (charlas, WhatsApp materials, videos, flyers)
- g. Works with Research & Evaluation team to evaluate outreach and education efforts

3. Management

- a. Provides supervision of NAWH Public Health Services Team and contractors
- b. Works closely with evaluator to ensure all evaluation grant activities are achieved.
- c. Works with NAWH Program Director to monitor program budgets, project expenses, and standard operating procedures.
- d. Presents on H-2A outreach work and testing & vaccination efforts to external partners, at conferences, etc.
- e. Supports the work of both Partner Engagement Coordinators through supervision and feedback on their development of network engagement strategies and plan, identification and prioritization of partners, identification of opportunities for networking and

presentations, and their professional development
f. Documents project impact, develops stories, shares program information, and contributes to reports.
g. Serves as part of the organization's leadership team and contributes to the development and execution of strategic decisions.
4. Other
a. Identifies potential partnership opportunities
b. Provides training and TA as needed
c. Participates in internal committees as appropriate