

BERKSHIRE REGIONAL PLANNING COMMISSION
CONTRACTED SERVICES POSITION DESCRIPTION

Berkshire Regional Planning Commission (BRPC) as the Host Agency for the Berkshire Public Health Alliance (Alliance) seeks a Program Manager to provide program management services for the Alliance. The Alliance is composed of the twenty-one Berkshire municipalities who have signed an Inter-Municipal Agreement (IMA) with BRPC to share resources and services in order to promote, preserve and enhance Berkshire County's public health by meeting community needs, improving capabilities and providing equitable access to affordable public health services. The Alliance, through its Host Agency BRPC, will hire positions as needed and as funding is available to support the Alliance Executive Board and BRPC in providing these services. The Alliance was created in November 2011 to serve the public health needs of Berkshire County for the foreseeable future. This is an excellent opportunity for someone to help define and grow the Alliance.

PART I: ORGANIZATIONAL INFORMATION

Position Title: Berkshire Public Health Alliance Program Manager

PART II: POSITION SUMMARY

1. Position Tasks:
 - a. Work under the direction and control of the Alliance Governing Board in conjunction with the Host Agency to implement Alliance Board Policies and Programs
 - b. Support and represent the Alliance Governing Board
 - c. Provide Environmental Health expertise, knowledge and experience
 - d. Assist Alliance and Host Agency in obtaining and managing grants
 - e. Manage Alliance programs to support Member Boards of Health in meeting all mandated environmental and public health duties
 - f. Create, develop and administer plans for providing shared service options to Members.
2. Position Compensation:
 - a. This position is funded by grants and service fees and is dependent on actual receipt of grants and service contracts.
 - b. This is an un-benefitted contract position with no paid time off or other benefits.
 - c. Detailed monthly invoices will be submitted based on tasks completed and hours actually worked.
 - d. Must have the ability to work regular office hours as well as occasional nights and weekends. These hours may be flexible at the discretion of the Alliance Board.
 - e. Must have access to a car and a home office with computer, printer, internet, cell phone, etc.
 - f. Position may be 20 to 40 hours per week, depending on grant funding and participating municipal service requests.
 - g. Compensation \$25 - \$35/hour, depending on experience and training.
3. Position Contract Period
 - a. January 15, 2012 to December 31, 2012, with possible annual renewal depending on funding.

- b. Open until filled

PART III: DETAILED POSITION DESCRIPTION

This section contains a description of the specific responsibilities, requirements and deliverables:

1. Support Alliance Board and Host Agency
 - a. Provide Leadership for Alliance Board and Committees
 - b. Liaison, outreach and education to providers, hospitals, Department of Public Health (DPH), Public, Board of Health (BOH), local government, CHNA (Community Health Network Area) and other State and local agencies.
 - c. Support/advise on public health issues, including environmental, public health nursing and emergency response, including EDS and sheltering
 - d. Answer questions, attend meetings as appropriate
 - e. Provide budgeting and business planning, as well as research and reporting as needed by the Board or Host Agency
 - f. Support quality assurance efforts as needed
 - g. Annual Report to the Board and Host Agency detailing services provided
2. Alliance Grant Program
 - a. Identify grant opportunities and assemble grant applications in a professional and timely manner to support Alliance existing and desired programs.
 - b. Provide leadership in meeting deadlines and submitting plans and reports in a timely manner.
 - c. Ensure that the Alliance meets District Incentive Grant (DIG) Implementation and / or Community Innovation Challenge Grant requirements:
3. Alliance Programs, Policies and Procedures
 - a. Provide selected environmental health inspections, depending on need and training.
 - b. Provide programmatic supervision of Alliance Inspectors/Contractors, including setting Inspectors' Operating Procedures
 - c. Create and manage inspection and reporting forms, inspection standards and lists of qualified/available inspectors
 - d. Coordinate programs implemented to provide regional disease surveillance and wellness programs.
 - e. Prepare Annual Report to the Board on services provided
 - f. Carryout other programs as may be implemented from time to time by the Alliance Governing Board

PART IV: QUALIFICATIONS

1. Minimum Required Education, Training and/or Experience:
 - a. Undergraduate Degree in a related field
 - b. Three or more years experience in public health or public health nursing. May substitute a MPH or MSN for experience.
 - c. Demonstrated knowledge of Massachusetts environmental health regulations and practices

- d. ICS 100, 700 (may be taken after hiring)
2. Preferred Education, Training and Experience:
- a. Ideal candidate would have a Registered Sanitarian (RS), Certified Health Officer (CHO), Masters in Nursing Administration (MSN) and/or Masters in Public Health (MPH),
 - b. Three or more years experience as a Health Agent, conducting environmental health inspections with certifications in multiple areas such as Certified Pool Inspector (CPO), ServSafe, Health Homes Specialist, Title 5, MAVEN, etc.
 - c. Ability to meet the DPH workforce standards for a District Director within three years
 - d. Supervisory experience
3. General Knowledge, skills, and abilities of this position:
- a. Strong interpersonal skills and ability to communicate and work effectively with wide range of individuals
 - b. Ability to plan and manage completion of multiple projects on time and within budget
 - c. Excellent written communication skills, including ability to write effectively, to provide guidance to local officials and boards, and provide clear explanations and instructions
 - d. Excellent verbal communications skills, particularly the ability to translate technical information and concepts to local elected officials and citizens in a comprehensible manner and to communicate with a wide range of constituents
 - e. Strong background and skills in a variety of public participation and education techniques
 - f. Ability to organize and coordinate project teams and to work with stakeholders
 - g. Ability to conduct field work and outreach in public and private meetings in all parts of Berkshire County utilizing personal vehicle
 - h. Working proficiency in all Microsoft Office programs