



**Healthy Mothers, Healthy Babies Coalition of Broward  
Program Manager - Teen Parent Program  
Lauderhill, FL**

Minimum of Master's degree in social work, psychology or related field with clinical license with a minimum of 5 years supervisory and management experience. Knowledge of maternal child health and experience with human resources and program development are necessary. Excellent people skills, communication skills, both written and oral, and cultural competency are necessary. Candidate must be able to teach and lead others. Candidate must be able to compile data to complete written monthly, quarterly and annual reports in a timely manner. Proficient in Microsoft Office 2010 (including Word, Excel, PowerPoint and Outlook). Must have reliable transportation.

**HOURS:** 40 hours per week. Some weekend and evening duties are required. Work hours are defined by program needs.

**DUTIES & RESPONSIBILITIES:**

The primary duties of the Program Manager will be the implementation, management, and evaluation of the staff and procedures of the Teen Collaborative Project. The Teen Collaborative Project offers in-home case management services to at-risk teenage girls during their pregnancy and up to their child's second birthday. The Program Manager is responsible for the supervision of 3 Master level Therapists and 3 Case Manager and a Program Assistant.

- Program oversight to ensure the Teen Department is functioning at optimal level.
- Complete training in the online database SAMIS, and assure that participant and program information is reviewed before data entry into SAMIS.
- Complete and submit reports on a monthly, quarterly and annual basis.
- Maintain quality assurance policies and procedures to assure that the documentation meets the requirements of services that are contractually mandated.
- Program budget oversight.
- Act as the Liaison between funding agency and other community organizations regarding the Teen Collaborative Program.
- Hire and evaluate staff in conjunction with Human Resources.
- Monitor and identify training needs for the Teen Department.
- Attend internal manager's meetings and staff meetings, as well as external meetings that will assist in bringing exposure to the teen program.
- Conduct outreach to individuals in the target population including schools, civic groups, and organizations that serves teens.
- Group facilitation
- Identify new resources within the community that can assist in staff and program development, and services to our clientele.

Job Type:	Full-time
Salary:	\$50,000.00 /year
Required education:	Master's
Required experience:	Program Management: 2 years
Required license or certification:	LCSW

Apply Now

<https://www.indeed.com/cmp/Healthy-Mothers,-Healthy-Babies-Coalition-of-Broward/jobs/Program-Manager-8ca81e4f7a5f9126?q=Healthy+Mothers+Health+Babies>

#### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

For future job postings, follow us on:

Facebook.com/StrategicPhilanthropy

Twitter: @StratPhil