



## Job Description

**Position Title** Family Planning Program Manager  
**Status:** Exempt, Full-time, Management  
**Department:** Family Planning  
**Position Reports to:** Operations Director

**Position Summary:** Reporting to the Medical Director, the Family Planning Program Manager provides Obstetric and Gynecologic clinical case management, planning, directing and implementation of Title X program components. The person in this role oversees, facilitates and coordinates the establishment and successful maintenance of the program within a community health setting. The ideal candidate should have substantial experience in Clinical program management including the ability to develop comprehensive program policies, procedures, protocols and guidelines for the program and be the responsible lead for all audits and corrective action plan. He/she will be responsible for managing program staff and ensuring program compliance/reporting with state and federal guidelines. Budget planning and submission to the Program Agency. Communication with external stakeholders and lead Agency Executives.

### Responsibilities:

- Develops and maintains program policies and procedures, update as needed.
- Attend mandatory trainings, state business meetings, local meetings and other convening as directed.
- Work with Medical, Compliance and Development Directors to maintain Title X grant compliance at all levels.
- Assesses the needs of the target population in planning program activities.
- Coordinates the program with both internal and external health care providers/organizations to promote optimal implementation of program services.
- Works collaboratively with Development Department for grant preparation and/or reporting.
- Provide regular program updates identifying program accomplishments, needs and outcomes as requested by the Medical Director and the Executive Team.
- Develop and implement community outreach programs, working collaboratively with Community Organizing Department.
- Organize and maintain meetings and patient committee as mandated by Title X guidelines.
- Develop and implement Title X staff trainings and collaborate with Medical Director to ensure comprehensive family planning services are available to all eligible patients.
- Use of Electronic Health Record (EHR)- EPIC system to collect, track, and report program data.
- Work with IT and EHR Site Specialist to ensure EPIC can accommodate all Title X program requirements.



- Lead collaborative clinical projects with vendors Governmental, Private, Public and Health Pharmaceutical involved in research protocols and collection of data, especially Electronic Health Records.
- Prepares documents, materials and presentations for meetings.
- Performs miscellaneous job-related duties as assigned within the job classification.

## **Qualifications/Requirements**

- Licensed Vocational Nurse and a minimum of three years of experience in family planning health education topics and two years of management experience; Bachelor's Degree preferred.
- Fluent speaking and writing abilities in both English and Spanish.
- HIV Counselor Certificate and current CPR Certification.
- Completion of Family Planning Health Worker Certification within 60 days of hire
- Basic knowledge of Microsoft Office
- Ability to handle multiple tasks and work in a busy environment within job classification only.
- Basic understanding of government programs related to services provided.
- Able to work and communicate effectively with people of diverse culture, education and economic backgrounds.
- Current valid California Driver License and proof of Insurance.
- Must provide proof of up-to-date COVID-19 vaccinations including recommended doses in the primary series AND booster dose when eligible.

## **Observes CMOAR policy/procedures regarding conduct in the work place:**

- Observe regulations on time card use and reporting
- Maintain attendance as per policy
- Maintain a clean and safe work area.
- Observe general Safety/Employee Health policies and procedures including Fire regulations.
- Maintain a current annual health screening.
- Maintain the privacy and confidentiality of clients with regard to personal records and program issues development.
- Display clearly visible identification.
- Treats all employees, clients, neighborhood committee members with respect, dignity and in a courteous and professional manner in accordance to non-discriminatory policies and procedures and Union Agreement.
- Conduct only work related conversations when clients are waiting for service.
- Do not discuss other staff members, policies, problems or medical care in public areas of clinic