***This old UMB job description was created between 2000 and 2014 and is being provided as a template or guide in the preparation of a current job description. The essential functions are general in nature and may not accurately depict the duties of a specific unit. Managers are encourage to update and provide specific duties that are applicable to work being performed in the unit.***

Job Title: **Director, Health Program**

Job Family: Program Management Sub Family: Business Operations

**Job Summary:**

Under limited supervision, uses subject matter expertise to plan and coordinate the content and delivery of a program involving patient care, clinical research or community health education.

**Essential Functions:**

* Provides strategic direction for the health program, to include establishing goals, target groups, and desired outcomes.
* Prepares, coordinates, and maintains program content and delivery methods for the daily operations and events within that specific organizational program. Establishes service guidelines for patients, clinical subjects, and the community.
* Reviews and approves protocols from research staff. Examines and evaluates program effectiveness, and makes changes as necessary.
* May interact with students, residents and physicians to coordinate patient care.
* Coordinates the use of databases used to analyze criteria and deliver data, as well as to monitor, evaluate, and revise program operating policies and procedures.
* Organizes and/or participate in various committees and teams to consult with program heads and administrative officials on policy and program needs as well as various administrative issues.
* Coordinates the regular publication of summary reports and serves as an information resource to coworkers, the university, and external figures.
* Develops funding sources for the program, through grant seeking, major fundraising events and/or donations.
* Performs other duties as assigned.

**Minimum Qualifications**

Education: Bachelors in a related field of expertise.

Experience: Five (5) years experience working in an appropriate field

Supervisory: Two (2) years

Licensure/Certification: experience of overall responsibility for program direction, coordination and implementation.

Other: No subsitution of experience for minimum education requirement.

**Knowledge, Skills, and Abilities**

*Managers may provide prefered knowledge, skills, and abilities as necessary.*

Job Code: E1430G

SOC Code: 119199 IPEDS: Management

EEO6 Code: Executive/Admin/Managerial State Code: 9332101

USM eCode: E2314J AAP Code: 1C