



CLASSIFICATION NO. 183
Established 11/23
FLSA: Exempt
EEO: 2

PREVENTION UNIT MANAGER

CLASS CHARACTERISTICS

Under direction, to plan, organize and manage the programs and services provided by the Prevention Unit in Children, Family and Community Connections; to supervise professional and paraprofessional personnel; to develop program policies and conduct long range planning and program evaluation; to ensure efficient and effective operations and accountability to funders; to advance the well-being of the community; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

Children, Family, and Community Connections (CFCC) is a division within the Department of Health, Housing and Human Services. CFCC provides workforce development, mediation services, and prevention programs including early learning, parent education, family violence, and addiction prevention.

The Prevention Unit Manager is responsible for the planning, oversight, evaluation and resource management of Youth Engagement, Substance Use Prevention, Family Violence Prevention and Intervention, Early Learning and Parenting Education programs that serve a variety of populations within Clackamas County. The incumbent is responsible for the fiscal management of assigned programs, which includes considerable work in contract and grant administration as well as assuring compliance with federal, state, local, and contractual requirements. The Prevention Unit Manager regularly collaborates with community organizations and members, contractors, and other public agencies to inform program goals, policies, and procedures and independently implements program changes as a result.

The Prevention Unit Manager differs from the Human Services Manager classification which oversees programs that provide direct services to the community and generally supervises program activities through subordinate supervisory and/or lead personnel. It is further distinguished from the Public Health Program Manager which is responsible for overseeing the procurement and coordination of health services which is achieved through the indirect supervision of staff.

TYPICAL TASKS

Duties may include but are not limited to:

1. Manages the planning, development, and implementation of prevention services and activities; collaborates with leadership of local community-based organizations to align goals, strategies, and investment of funds; advocates to local, state, and community organizations for funding, partnerships, and policies that will benefit program initiatives.

2. Plans, coordinates, and implements the goals and objectives of assigned programs; develops, recommends, and implements policies, processes, and procedures; establishes schedules and methods for the delivery of services and programs.
3. Plans, schedules and coordinates the work of professional and paraprofessional personnel and students to ensure effective program operations; determines staffing needs, makes work assignments, and monitors employee performance.
4. Develops and oversees the work of contracted service providers; prepares, negotiates, and monitors service contracts with public and private vendors; determines selection criteria and evaluates contractor performance.
5. Hires and directs professional and paraprofessional staff to provide quality services to the community and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
6. Plans, organizes, and oversees quality assurance and compliance activities and performance outcomes; ensures program operations adhere to local, state, federal and legislative guidelines; develops quality assurance standards and implements review processes to support conformity.
7. Participates in the development and preparation of program budgets; negotiates, develops, and monitors contracts and grants to ensure compliance; plans, implements, and monitors budget expenditures; researches and develops proposals for additional funding and personnel; gathers and analyzes program statistical data and other information; researches and initiates complex proposals for grants and other funding resources.
8. Provides direction and consultation to prevention unit staff and contractors on complex technical, procedural, and policy matters; makes or reviews decisions on complex programmatic issues.
9. Assures programs are responsive to community needs; compiles and analyzes data, and presents reports on program performance, service level needs and demographic data to division management, County leadership, community partners and stakeholders; serves as liaison with other County departments and divisions, government agencies and community groups.
10. Participates as a member of the division's management team; assists in development of division goals, policies and strategic planning.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Principles and techniques of public administration, including program planning, budgeting, and personnel management; participative management theories; principles and practices of primary prevention; child and adolescent development and family dynamics; federal, state, and local laws, rules, regulations, and policies related to program scope and operations; principles, procedures, and techniques of research, program evaluations, and analysis of program design and administration; principles and practices of contract monitoring.

Skill to: Communicate effectively, both orally and in writing; plan, supervise and evaluate the work of assigned staff; develop policies and procedures; gather and evaluate data; direct staff in continuous efforts to improve quality and compliance; incorporate team participation in decision making; initiate program management decisions independently; establish and maintain effective working relationships with community and private organizations, government agencies, County departments, employees and the public; operate office equipment, including personal computers and software applications.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.