



JOB DESCRIPTION

MATERNAL AND CHILD HEALTH PROJECT MANAGER

November 2022

The mission of Healthy Start is to improve maternal and child health and to reduce poor birth outcomes and infant mortality in Allegheny County.

Overview:

This is an advanced-level public health position, managing projects and initiatives that contribute to advancing Healthy Start's mission. As part of the Healthy Start multidisciplinary team, the Maternal and Child Health Project Manager (PM) has a passion for maternal and child health and advances family systems and life course approaches to support improved birth outcomes, and family and community health and well-being. The PM has a focus on health equity, using evidence-based practice, supporting Healthy Start's unique contributions to the field of maternal and child health, eradicating disparities faced by members of the Black community, and will work with internal and external stakeholders to serve the Healthy Start participant population and the community at large.

The Maternal and Child Health PM will be focused across the following projects within Healthy Start:

- [CenteringPregnancy Model of Prenatal Care](#) in collaboration with [The Midwife Center for Birth and Women's Health](#);
- [The Safer Childbirth Cities Project](#) in collaboration with the Jewish Health Care Foundation and Merck for Mothers; and
- Healthy Start [Community Health Advocate](#) training program.

Associated tasks include:

- Project management and data reporting
- Community outreach, education and recruitment
- Facilitating group education sessions, meetings and convenings for community members and program participants
- Providing information/resources to families
- Building and maintaining positive relationships with community stakeholders, research partners, etc.
- Scheduling and coordinating meetings
- Planning and executing community events for various projects

The PM will support and manage other projects as assigned.

Qualifications of Position:

- Understanding of and passion for health equity and community health; training in the field of public health is a plus.
- Working knowledge of issues impacting Black women's health.
- Experience managing community projects aligned with Healthy Start's target population of expectant parents, mothers and families, with a focus on Black families in Allegheny County.
- Working knowledge of local and national organizations focused on Black women's health, health equity, birth equity and reproductive justice; lived experience is a plus.
- Demonstrated success managing public health initiatives.
- Attention to detail and accuracy.
- Strong oral, written and technical communication skills, including public speaking and presentation skills.
- Ability to engage and maintain positive relationships with Healthy Start partners and stakeholders at all levels; professional demeanor.

- Ability to manage complex priorities and meet strict deadlines.
- Knowledge of prevention strategies, needs and risk assessment and family systems.
- Understanding of community and service delivery systems.
- Sound analytical and problem-solving skills.
- Ability to follow instructions and take direction from management and comply with the boundaries of the establish policy and procedures.
- Ability to plan and facilitate group sessions.
- Ability to motivate and guide participants to keep appointments, obtain goals and take advantage of services.
- Ability to work with multi-cultural participants/agencies.
- Ability to work with computer software applications, i.e., word processing, data base and spreadsheets.
- Maintain an absolute commitment to protecting the confidentiality of employee and agency information handled on a daily basis.

Other:

- COVID vaccination required
- Act 33/34 clearances are required
- A valid unrestricted Pennsylvania Driver's License (preferred but not required)
- Current and valid unrestricted automobile insurance and be listed as an insured driver
- Personal transportation with employee listed as an insured driver on the vehicle used for work.

Preference will be given to individuals that demonstrate deep knowledge of and experience supporting Black women. Lived experienced will be considered in combination with the other required qualifications.

Supervisory Relationship:

This position works under the direction of the Director or Strategic Initiatives.

Compensation:

The starting salary range for this position is \$55,000-\$60,000 annually, with competitive benefits package that includes professional development and room for self-care. This is an exempt position.

To apply, email resume and cover letter to hr@hsipgh.org