

Program Manager, Family Care Network

Category:	Management
Facility:	Children's Hospital Oakland Research Institute
Department:	CHO Community Health & Engagement
Schedule:	Full Time
Shift:	Day Shift
Hours:	40 hrs/week Mon-Fri
FTE:	1.00000

Job Details: Bachelor of Arts/Bachelor of Science
Driver's License
5 Years of Experience Required

Job Summary:

The Program Manager is responsible for the overall coordination and day-to-day operations of the Family Care Network (FCN), The incumbent is responsible for aligning goals with the mission, vision, and values of the Family Care Network and its funders. The incumbent will build a culture of service excellence and develops the respect and support of key stakeholders. Additionally, the Program Manager will be skilled in contract monitoring, quality improvement and reporting, fiscal management, program evaluation, and grant writing.

Position Requirements:

Education: BA/BS, Masters preferred.

License/Certification: Valid Driver's License

Experience: At least 5 years of grant management and program coordination, including contract and budget monitoring. Quality management and improvement, Experience working in the HIV Community preferred.

Knowledge, Skills & Abilities: Leadership, Fiscal Management, Grants Managements, Contracting, Advocacy, Teambuilding, Quality Management and Improvement, Computer and Presentation Skills.

Physical Requirements:

Sit: Up to 8 hours/day

Stand/Walk: 3-6 hours

Bend/Stoop: Up to 3 hours

Reach: Up to 3 hours

Rep Use of UE/Grasp: Up to 8 hrs

Lift/Push/Pull: 15 lbs

This job requires the ability to hear alarms clients and/or instruction. The ability to see accurately from 20 inches to 20-ft. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function of this position.

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