

**VOLUNTEERS OF AMERICA ALASKA
VP OF PREVENTION & PUBLIC HEALTH DIVISION
POSITION DESCRIPTION**

Position Title: Vice President of Public Health & Prevention

Reports To: COO

Direct Report(s): Prevention & Intervention Program Manager, Public Health Specialists I/II/III; Project Assistant/Coalition Coordinator; Program Coordinator

Objective

VP of Prevention & Public Health Services is responsible for the overall operations of the Prevention & Public Health Department and oversees all program staff and activities. This VP provides leadership to the staff, volunteers and coalition members working in that department. This position is responsible for writing grants, seeking funding and filing appropriate reports in a timely manner while supervising program managers who will assist in these activities.

VP of Prevention & Intervention represents the agency and their department in the community while working with various agencies, funders, committees, action groups and coalitions. This position also serves as an active member of the Volunteers of America Alaska management team.

Essential Functions, Duties & Responsibilities

- **Program and Quality Assurance:**
Responsible for the overall administration and operation of the programs in the department. Monitors program grant reporting, resource allocation, program planning and activities. Ensures use of best practices in the prevention and public health field. Conducts department meetings and evaluates staff.
- **Administration:**
Responsible for the development of program policies and procedures consistent with overall agency philosophy, direction, and policy. Understands and communicates agency positions to clients, staff and the public. Responsible for the development of program goals, budgets, and also monitors program managers' use of budgets and approves all spending to include adjusts expenditures. Oversees that all program records and reports are timely and correct. This position is responsible for writing grants and over seeing that grants are written to obtain funding for the programs, and for filing the appropriate reports according to deadlines along with researching additional funding to support the overall departments activities.
- **Supervision:**
Responsible for the overall supervision of the Prevention & Public Health staff, may assign program managers supervision duties. Participates in the hiring process, and assists staff in identifying areas for continued growth and develops training plans and skill development

activities to meet these needs. Provides feedback to supervisees both verbally and through written performance evaluations. Reviews records, reports, logs, and other documents as needed.

- **Internal Relations:**

Responsible for providing and relaying information on programs to direct supervisor, and seeking assistance when it is needed. Communicates with other Management Team members whose responsibilities are to provide assistances in said areas. Keeps Prevention & Intervention staff informed and updated when needed. Works closely with HR for all company policies that need addressing or reviewed under the administrative/HR guidelines. Works closely with other departments in carrying out core values and updating the agency on Public Health and Prevention activities and successes.

- **External Relations:**

Develops and maintains effective relationships with related and allied agencies. Participates in local networks and coalitions. Works closely with collaborative partners to ensure seamless delivery of services. Participates in public relations activities as assigned.

- **Other Duties:**

Assures maintenance of client confidentiality and the safeguarding of client information as per Federal regulation and agency policy. Performs other duties as assigned or indicated.

Knowledge, Skills and Abilities

- Bachelors Degree in Human Services, Public Health or related field. Master's Degree *preferred*.
- 5 years' experience in managing diverse teams, budgets, and projects.
- Media knowledge and experience.
- Proven ability to work with diverse community groups.
- Understands and can work effectively with government agencies.
- Understands basics of budgeting.
- Ability to make sound decisions based on information available.
- Excellent organization skills, self-motivated, ability to work without direct supervision.
- Ability to directly supervise, train, and direct several managers, and other team members.
- Ability to work flexible hours (including days, evenings and some weekend hours.) Ability to travel if required (must have own transportation.)

Working Conditions

The work environment characteristics and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works in office areas. Interacts with staff, volunteers, youth, consultants, and outside vendors. May be subjected to interruptions throughout the workday.
- While performing the duties of this job the employee is frequently required to stand or sit for long periods; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to lift up to 25 pounds.

Acknowledgement

Every effort has been made to identify the essential functions of this position. However, this job description in no way states or implies that these are the only duties you may be required to perform. The omission of specific descriptions of duties does not exclude them from the position if the work is similar, related or can be considered essential to this position.

I have read and understand this job description and fully understand the requirements set forth herein. I accept the position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability. I further understand that my employment is at-will; that my employment may be terminated at-will by Volunteers of America Alaska or myself, with or without notice for any reason not expressly prohibited by law.

Printed Name of Employee

Signature of Employee

Date: _____