



## **Grant Services Specialist - Social Program Manager Division on Aging and Care Services Community Services**

The Baltimore City Health Department seeks to hire a Social Program Manager to oversee its Maryland Access Point (MAP) within the Division of Aging and CARE Services.

Founded in 1793, BCHD is the oldest health department in the country, with more than 1,000 employees and an annual budget of \$130 million that aims to promote health and improve well-being through education, policy/advocacy, and direct service delivery. BCHD's wide-ranging responsibilities include maternal and child health, youth wellness, school health, senior services, animal control, restaurant inspections, emergency preparedness, STI/HIV treatment, and acute and chronic disease prevention.

Under the direction of the Division Chief for Advocacy Services, the successful candidate will facilitate the day to day operation of the MAP program, under the umbrella of its ADRC (Aging Disability Resource Center). The manager will also coordinate the activities associated with the MAP Call Center and 211 Collaboration. The candidate must have a strong knowledge of aging and disabilities, its resources and the ability to build strong partnerships. The manager will be responsible for the program budget, supervision of staff and reporting to local, state and federal entities where applicable.

The following examples illustrate the work performed in the position. The position may require some or all of these examples. This list is not inclusive and may require related duties not listed, if necessary, to accomplish the work of the agency.

### **Essential functions include:**

- Report directly to the Division Chief of Advocacy services while collaborating with other units within the division and agency and/or his/her designee for operational and programmatic concerns, compliance and opportunities.
- Collaborate with other team members in the operation of the MAP programs for Baltimore City which includes acting as the liaison between the department and relevant community groups and associations. Occasionally, may be asked to assist other administrative staff with operational task for the division/agency as a whole.

- Establish program goals including the planning, coordinating and approving of activities that coincide with the state mandates for Information and Assistance Services. This includes outreach activities, education, resource linkage, triage, etc.
- Assist in budget planning for program operations; facilitate and ensure the reconciliation of invoices and services within the program.
- Communicate with other departments, the public, government and private agencies.
- Assist in the facilitation of the contract processes with multiple vendors, programs and employees.
- Supervise and evaluate program staff: including the recommendation for hire, promotion and/or termination.

**Successful Candidates should have:**

- Interest in serving the public specifically older adults and adults with disabilities
- Ability to work effectively with members of city government, for profit and non-profit organizations, community leaders, and constituents
- Excellent written and verbal communication skills
- Excellent critical thinking and assessment skills
- Ability to learn and adapt quickly in a fast paced environment; keen organizational skills
- Experience supervising staff of varying disciplines
- Experience in fiscal management
- Flexibility to work off hours and some weekends
- Reliable source of transportation

**Minimum Qualifications:**

- A Bachelor's degree in Public Health or Human Services from an accredited college or university. A Master's degree in the required fields is preferred.
- Possess three to five years of experience in program management and supervision.
- Experience managing grants and familiarity with the Older American Act funded programs or an equivalent combination of education and experience.

**Compensation:**

Salary commensurate with the qualified candidate's education and experience.

An excellent benefits package accompanies the salary. Interested applicants should submit a cover letter and resume to:

Molly Martin, Chief Advocacy Division  
Baltimore City Health Department  
Division of Aging and CARE Services  
417 E Fayette Street, 6<sup>th</sup> Floor  
Baltimore, Maryland 21202  
[Molly.Martin@Baltimorecity.gov](mailto:Molly.Martin@Baltimorecity.gov)

**Note:** This is a Non-Civil Service two year, grant funded position. Future funding for this position is not guaranteed.

**Baltimore City Government is an Equal Opportunity Employer**

**Catherine Pugh, Mayor**

**Mary Talley, DHR Director**