

We're hiring for an Assistant Director of Family Wellness Program!

Family Wellness Program

The YWCA's Family Wellness Program educates and provides access to quality health services to women and their families in Miami-Dade with a special focus on minority women. We have provided breast, cervical, and colorectal cancer screenings, breast, cervical, colorectal, and all other chronic diseases prevention education, dependable case management and advocacy to underinsured and uninsured women in Miami-Dade and Broward counties.

The YWCA is currently seeking an Assistant Director of Family Wellness Program whose duties involve:

- Manages daily operations of the Family Wellness Program including maintaining appropriate staffing levels to provide continuity of services for participants.
- Provides immediate supervision for all the Family Wellness staff.
- Ensures programs remain compliant with all applicable grant contractors.
- Assists in writing and administering grants, collection of data, program implementation and promotion.
- Assists with monthly and quarterly reports, and coordinating the retrieval of data and supporting documentation for such.
- Counsels Family Wellness staff regarding work proficiency, behavior problems, and procedural inconsistencies.
- Plans and assists in running staff meetings for the Family Wellness Program.
- Analyzes and investigates requests from the public and coordinates effective service delivery
- Acts as the referral agent for breast, cervical and colorectal cancer check-ups and follow-ups.
- Acts as the referral agent for tobacco prevention and cessation programs.
- Designs and develops health promotion and disease prevention programs.
- Attends and assists with community education in alternate languages as needed.
- Acts as the YWCA's representative on the Race for the Cure committee/organizing team.
- Acts as liaison to community organizations, and pursues new partnerships.
- Assists in processing all forms and documentation for all personnel actions including new hires, transfers, re-allocations, promotions and resignations.
- Other administrative duties as assigned.

Requirements:

- Education – Bachelors in Public Health or very closely related field required, Masters preferred;
- 1 to 2 yrs experience in public health or related field; preferably in the non-profit sector
- Ability to make public presentations in multiple languages such as Spanish and English;
- Excellent grant writing skills; experience in grant research
- Excellent communication and organizational skills;
- Computer proficiency needed;
- Supervisory experience a plus

To apply:

Please send resume and cover letter to ywca-careers@ywca-miami.org
or Fax to 305-416-4618

View it at: <http://www.ywca-miami.org/site/pp.asp?c=drKNIZPHIsE&b=1032753>

*No recruiter fees possible, 100% grant funded division.