

Governor's Office of Early Childhood Development
Position Description
Maternal, Infant, and Early Childhood Assistant Project Director

The Governor's Office of Early Childhood Development (GOECD) leads the state's initiative to create an integrated system of quality, early learning and development programs to help give all Illinois children a strong foundation before they begin Kindergarten. The MIECHV Assistant Project Director is supervised by the MIECHV Project Director. The MIECHV Assistant Project Director will coordinate and manage the day-to-day program implementation.

Reports to: MIECHV Project Director

Essential Duties and Responsibilities

- Assists the MIECHV Project Director in the design, implementation and evaluation of the MIECHV program and the preparation of federal reports and grants.
- Supervises the MIECHV Manager of Budgets and Contracts and the Manager of Quality Assurance and Compliance. Provides direction, training and support to staff as required.
- Establishes priorities among assignments, times of completion and ensures the quantity and quality of work products and services.
- Oversees the development and implementation of policies and procedures to ensure the goals of the MIECHV grant are met.
- Organizes, plans, executes, controls and evaluates the operations of the MIECHV Program. Plans for the effective and efficient utilization of program resources and organizes activities to ensure that the goals and objectives of the MIECHV grant are achieved.
- Confers with management on the integration of program functions and activities to resolve administrative problems and improve program and fiscal operations.
- Provides administrative oversight of budgeting, contracting, procurement, fiscal and program compliance, and quality assurance.
- Works closely with provider/grantee administrators and program staff to coordinate the activities of the MIECHV program.
- Develops and maintains ongoing communications with the federal Health Resources and Services Administration, national and state early childhood/home visiting organizations and projects, public and private organizations and other key stakeholders.
- Facilitates/presents at seminars, committees and conferences within the state and nationally.
- Other duties as required or assigned by the MIECHV Project Director.

Qualifications Requirements

- Master's degree from an accredited college with degree in social work, early childhood development, business, policy or public administration.
- Five to seven years of program management of evidence-based programming experience is required.
- Must have a background or education in Early Childhood/Early Childhood Systems including prevention services, prenatal, and maternal child health.

Competencies

- Commitment to the GOECD's vision and mission.
- Possess advanced project management skills, strong analytical abilities, experience with Continuous Quality Improvement (CQI).
- Experience in grant writing and reporting, fiscal oversight, and supervision.
- Proficiency in project management, including budgeting, planning, execution, delivery, quality assurance, Continuous Quality Improvement (CQI) and reporting.
- Proficiency in the use of Microsoft Suite.
- Strong organizational, interpersonal, problem solving and leadership skills.
- Ability to communicate with diverse stakeholders both orally and in writing.
- Ability to work in a collaborative environment.



STATE OF ILLINOIS
Human Services

<http://work.illinois.gov>

Invites applications for the position of:

MIECHV ASSISTANT PROJECT DIRECTOR

An Equal Opportunity Employer

BID ID #: PSC 19-054

JOB TYPE: Temporary

NUMBER OF VACANCIES: 1

PLAN/BU:

SALARY

\$37.80 Hourly

OPENING DATE: 09/26/18

CLOSING DATE: 10/09/18 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Assists the Maternal, Infant, and Early Childhood Development Visiting Project Director in the design, implementation and evaluation of the MIECHV program and the preparation of federal reports and grants. Supervises the MIECHV Manager of Budgets and Contracts and the Manger of Quality Assurance and Compliance. Provides direction, training and support to staff as required. Establishes priorities among assignments, times of completion and ensures the quantity and quality of work products and services. Oversees the development and implement of policies and procedures to ensure the goals of the MIECHV grant are met. Organizes, plans, executes, controls and evaluates the operations of the MIECHV Program. Plans for the effective efficient utilization of program resources and organizes activities to ensure that the goals and objectives of the MIECHV grant are achieved. Confers with management on the integration of program functions and activities to resolve administrative problems and improve program and fiscal operations. Provides administrative oversight of budgeting, contracting, procurement, fiscal and program compliance, and quality assurance. Works closely with provider/grantee administrators and program staff to coordinate the activities of the MIECHV program. Develops and maintains ongoing communications with the federal Health Resources and Services Administration, national and state early childhood/home visiting organizations and projects, public and private organizations and other key stakeholders. Facilitates/presents at seminars, committees and conferences with the state and nationally. Other duties as required or assigned by the MIECHV Project Director.

THIS IS A CONTRACTUAL POSITION - INTERESTED APPLICANTS MUST SUBMIT A CMS 100 TO CONTACT PERSON LISTED BELOW. DO NOT SUBMIT APPLICATION TO CMS FOR GRADING.

MINIMUM REQUIREMENTS

Master's degree from an accredited college with degree in social work, early childhood development, business policy or public administration. Five to seven years of program management of evidence-based programming experience is required. Must have a background or education in Early Childhood/Early Childhood Systems including prevention services, prenatal, and maternal child health.

WORK HOURS & LOCATION/AGENCY CONTACT

Work Location

Governor's Office of Early Childhood Development
160 N LaSalle, Suite N-100
Chicago, IL 60601

Applications should be emailed to:

Lesley Schwartz
MIECHV Project Director
lesley.schwartz@illinois.gov

APPLICATIONS MAY BE OBTAINED FROM:
<http://work.illinois.gov>
OR

Job #PSC 19-054
MIECHV ASSISTANT PROJECT DIRECTOR
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