

**SCHOOL OF NURSING  
UNIVERSITY OF ALABAMA AT BIRMINGHAM  
POSITION DESCRIPTION**

**Program Manager SON Programs - Washington, Clarke, Monroe, Wilcox,  
Marengo, Choctaw, and Perry Counties  
Nurse Family Partnership (NFP) Dr. Candace Knight  
Taleo #: T229403**

This individual will support and is responsible to the Project Manager for the Nurse Family Partnership of Greater Alabama, Washington, Clarke, Monroe, Wilcox, Marengo, Choctaw, and Perry Counties. Under general supervision, this position supports the program's objectives and directives and provides administrative support for the project. The Program Manager will work closely with the Project Manager on project-related activities, organizing daily plans of action in detail, coordinating daily activities, communicating with project team members, handling requisitions and assisting with the financial management of the project. The Program Manager will be responsible for the tracking of participants and data management (e.g., tracking outcomes data for the project, preparing reports) for evaluation purposes. This person is also responsible for developing procedures and processes to implement the program (e.g. database development and maintenance), as well as routine and ongoing grant reports. This individual must be willing to support the mission of the SON and adhere to all University policies and procedures.

**RESPONSIBILITIES:**

1. Coordinates administrative and logistics support for project personnel and faculty and manages day-to-day activities.
2. Maintains communication with existing partners and the project team.
3. Calls client referrals and schedules initial meeting with nurse home visitor on calendar.
4. Processes payment requests and requisitions in accordance with established procedures. Responsible for adherence to program budgets.
5. Orders supplies, equipment, makes travel arrangements and manages event planning for the project.
6. Inputs project data into database and works with Data Analyst
7. Assists with planning, scheduling and maintaining records of team meetings.
8. Schedules data collection efforts and uses Qualtrics to prepare surveys and record data.
9. May assist in preparation of presentations and publications.
10. Participates in education/training opportunities that facilitate this role.
11. Schedules quarterly NFP Community Advisory Board meetings and invites stakeholders.
12. Facilitates compliance relative to University and SON and sponsor policies, program announcements, and procedures.
13. Participates in education/training opportunities that facilitate this role.
14. Ethical conduct is a fundamental expectation for every UAB community member. All employees must abide by the standards of behavior outlined in the UAB Enterprise Code

of Conduct. Upon hiring new employees are required to attest to the Code by completing the online training that is assigned to them. Behaviors inconsistent with the Code may result in appropriate consequences.

15. Performs other duties as assigned.

### **QUALIFICATIONS:**

Position requires a bachelor's degree. Position requires previous program coordinator/administrator/project manager or related experience and high degree of organizational skill. This position also requires proficiency with Microsoft office software (Word, Excel, PowerPoint, and Outlook) and other software as needed and has the ability to construct tables, graphs, and charts. The successful candidate should be flexible, self-motivated, professional, and possess excellent interpersonal and organizational skills. This position requires an individual possess outstanding written and verbal communication, critical thinking, and assessment and management skills to meet the expected outcomes of the role. The individual must be detailed oriented, take initiative and have professional accountability. Well-developed writing, communication, interpersonal, and organizational skills are required. Individual must be able to work independently. They must be able to be persistent, but professional in interacting with busy participants. Individual must adhere to all SON & UAB policies and procedures including but not limited to all FERPA and HIPAA regulations. All work performed must be in accordance with SON and UAB policies and procedures and UAB Enterprise Code of Conduct.

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