Job Title: Manager, Project Healthy Grandparents

BCAT Code: 09GX13  Effective Date: April 1, 2007
Pay Grade: G18  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Manages and oversees all aspects of the Healthy Grandparent project. Coordinates all services provided to the participants, such as nursing, legal, and social service.

Examples of Duties
- Supervises the departmental staff of Nursing Services Coordinators, Social Workers, Administrative Coordinator, graduate assistants, and work-study students.
- Manages personnel matters, such as hiring, termination, performance evaluation, training, and merit increase recommendations.
- Screens all referrals to the project.
- Networks with other social services agencies to develop community resources for participating families.
- Collaborates with community, state, and federal agencies on behalf of the participants.
- Develops annual grant proposals to selected funding sources for future funding.
- Develops and implements fundraising initiatives with the Director.
- Oversees the research and data collection.
- Oversees the expenditures for the project; manages the program budgets and expenditures.
- Serves as a consultant to three state funded replication sites in Valdosta, Athens, and Augusta.
- Develops and implements new project components, policies and procedures as needed.
- Develops and implements all in-service training for the staff.
- Assigns all new cases accepted to the project to the social workers.
- Represents the project and/or presents at professional conferences, University and/or agency groups.
- Serves as liaison between the project and the Project Health Grandparents Advisory Board.
- Performs other duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, local laws, rules, and regulations governing funds.
- Knowledge of program development and implementation practices and procedures.
- Knowledge of word processing, spreadsheets, and database programs.
- Ability to supervise and direct the work of others.
- Ability to make sound decisions and use good judgment.
- Ability to develop effective marketing strategies and techniques.
- Ability to communicate effectively verbally and in writing.

Minimum GSU Hiring Standards
Master’s degree and three years of related experience; or a combination of education and related experience. Preferred: Experience working with managing grants and departmental budgets. Supervisory skills and practice experience in aging, child welfare, or public health, and strong writing skills.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.