STATE OF SOUTH CAROLINA
Department of Health &
Environmental Control-H.S.

Central Office
2600 Bull Street
Columbia, SC 29201

http://www.jobs.sc.gov
INVITES APPLICATIONS FOR THE POSITION OF:
Program Manager I / Bureau of Disease Control / DADE

An Equal Opportunity Employer

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OPENING DATE: 02/20/15

CLOSING DATE: 03/07/15 11:59 PM

JOB TITLE: Program Manager I / Bureau of Disease Control / DADE

CLASS CODE: AH45

POSITION NUMBER: TBD

SLOT NUMBER:

STATE SALARY RANGE: $47,092.00 - $87,125.00 Annually

AGENCY HIRING RANGE - MIN: $60,000

AGENCY HIRING RANGE - MAX: $67,000

LOCATION: Richland County, South Carolina

JOBTYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Applications must be accurate and complete. The quality of the application presented (completeness and accuracy as well as grammar and spelling) will be considered prior to the offer of an interview.

JOB RESPONSIBILITIES:

1. As Section leader, plans, coordinates, manages and evaluates statewide activities for the DHEC TB Control Program. Provides consultation to staff that work with this program as well as other agencies, individuals or health professionals. Supervises and responsible for the preparation of employee planning stages and performance evaluations within the Tuberculosis...
Control Program.

2. Initiates, formulates and develops program policies, procedures and standing orders; establishes standards for appropriate medical and epidemiological strategies and evaluates their outcomes through data collection and program reports. Collaborates with State TB Medical Consultant and Director of Client Services on program standing orders. Ensures the utilization of an area command/incident command structure and the management of TB investigations.

3. Ensures the preparation of TB program grant applications. In collaboration with Finance staff develops, monitors and supervises the program budgets. Ensures preparations, implementation and adherence of TB program contracts.

4. Monitors and analyzes TB control program activities to ensure compliance and continuity with state, federal and local laws, regulations and trends. Ensures procedures are in place and audits and program reviews of local programs are completed and recommends and monitors corrective action. Serves as the liaison between the Division and central, region and region offices to achieve efficient financial and manpower utilization for maximum program results. Assures patient compliance by using the legal process. Coordinate with Bureau of laboratory regarding TB testing.

5. Represents the Division at state, regional and national meetings as directed. (i.e., National TB Controllers Association and CDC sponsored meetings.)

6. Training - Monitors training and staff development for Central Office and region staff. Assures appropriate training and orientation classes are available statewide for staff and other TB partners. Demonstrates leadership in evaluating and advancing clinical knowledge in the area of TB.

7. Serves in an emergency preparedness capacity as needed and performs related duties as required.

MINIMUM AND ADDITIONAL REQUIREMENTS:

Masters degree and four (4) years experience in a public health setting, two years of which must have been in a supervisory role. Working knowledge of policies and procedures relating to a public health program.

PREFERRED QUALIFICATIONS:

Experience in disease control specifically working knowledge of active and latent Tuberculosis disease processes.

ADDITIONAL COMMENTS:

DEGREE OBTAINED MUST BE FROM AN INSTITUTION OF HIGHER LEARNING RECOGNIZED BY THE COUNCIL FOR HIGHER EDUCATION ACCREDITATION

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
http://www.jobs.sc.gov
OR
2600 Bull Street
Columbia, SC 29201

Program Manager I / Bureau of Disease Control / DADE Supplemental Questionnaire
* 1. Do you have experience working in a TB program? If so please explain.

* 2. How many individuals have you supervised at one time?

* 3. Briefly describe previous experience managing a statewide program.

* Required Question