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## Description

Job Title	<b>Program Manager I (Asian American Health Initiative), Grade 23</b>
Location	<b>Rockville, MD, US</b>
Organization Name	<b>Department of Health and Human Services</b>
Medical Exam	<b>Medical History</b>
Background Investigation	<b>No</b>
Financial Disclosure	<b>No</b>
Job Description	

**Closing Date: December 7, 2017**

The Asian American Health Initiative (AAHI) Program Manager I will guide and coach staff members oversees activities of behavioral health, communication and the Office Service Coordinator. This employee is also responsible for programs development, program data management and contracts monitoring.

### Essential Functions:

- Guiding and coaching AAHI staff members Involved in strategic planning and overall development of AAHI
- Conducts literature reviews and research to evaluate factors that promote and protect health and social wellness
- Facilitates or leads special projects relating to the development of AAHI's health and social programs
- Integrates theoretical frameworks with local data to design programs
- Designs and implements evaluation plans to monitor and assess the effects of AAHI's programs
- Develops program planning and evaluation tools
- Leads AAHI staff and Department of Health and Human Services (DHHS) colleagues in planning and program development
- Exercises direction over junior level professionals and other employees by assigning work, furnishing advice and instructions, and reviewing completed assignments.

- Liaises to Healthy Montgomery Initiative
- Monitors, analyzes and interprets data for planning and reporting purposes
- Leads discussions around data gaps for Asian Americans
- Monitors social media communication
- Advocates for data improvements at various levels
- Assists with grant seeking and proposal writing
- Provides administrative supports such as contracts monitoring
- Participates in department-wide initiatives and projects as assigned
- Other duties as assigned

This position requires the ability to attend meetings or perform work at locations outside the office. This employee must be available to work on weekends and evenings and transport supplies and equipment to location to perform duties.

#### Additional Employment Information

**All applicants will respond to a series of questions related to their education, relevant experience, knowledge, skills and abilities required to minimally perform the job. The applicant's responses in conjunction with his/her resume and all other information provided in the employment application process will be evaluated to determine the minimum qualification and preferred criteria status. Based on the results, the highest qualified applicants will be placed on an Eligible List and may be considered for an interview. Employees meeting minimum qualifications who are the same grade will be placed on Eligible List as a "Lateral Transfer" candidate and may be considered for interview.**

*Montgomery County Government is an equal opportunity employer, committed to workforce diversity. Accordingly, as it relates to employment opportunities, the County will provide reasonable accommodations to applicants with disabilities, in accordance with the law. Applicants requiring a reasonable accommodation for any part of the application and hiring process should contact the Office of Human Resources via email to [special.accommodations@montgomerycountymd.gov](mailto:special.accommodations@montgomerycountymd.gov). Individual determinations on requests for reasonable accommodation will be made in accordance with all applicable laws.*

*Montgomery County Government also provides hiring preference to certain categories of veterans and veterans/persons with a disability. For more information and to claim employment preference, please refer to the Careers webpage on [Hiring Preference](#).*

#### Minimum Qualifications

**Experience:** Considerable (3 years) of professional experience in related program planning, implementation and evaluation in health and human services for Asian American communities.

**Education:** Graduation from an accredited college or university with a Bachelor's Degree.

**Equivalency:** An equivalent combination of education and experience may be substituted.

#### Preferred Criteria

The applications of those individuals meeting the minimum qualifications will be reviewed to determine the extent, relevancy of training, and experience in the following areas:

- Community Outreach
- Contract Management
- Data Analysis
- Report Writing
- Program Management and Evaluation
- Strategic Planning
- Planning and Organizing
- Working with Asian American Communities
- Coaching and leading others

If selected for consideration for this position, you may be required to provide evidence that you possess the knowledge, skills, and abilities indicated on your resume.

Minimum Salary **57802**  
Maximum Salary **95740**  
Currency **USD**

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