

**UNIVERSITY OF ALABAMA AT BIRMINGHAM**  
**SCHOOL OF NURSING**  
**Position Description**

**Program Manager – Mobile Health Unit**  
**UAB Career Site: #T224398**

**GENERAL:**

To administratively manage a mobile health unit as part of the Rural Reach: Mobile Health and Maternal and Child Care project. To travel and work at least 50% of the time in the mobile health unit service areas.

**RESPONSIBILITIES:**

1. Leads and manages the ongoing development and maintenance of the program. Manages all data- related activities to support the program's evaluation and implementation according to an established project plan.
2. Develops protocols and procedures to standardize all data collection, safety monitoring and reporting efforts related to the program and makes recommendations on changes and objectives, including but not limited to IRB submissions.
3. Manages and leads all quality assurance and data/project reporting functions of the mobile health team. Directs and leads the activities of team members to support the successful implementation of the specific activities.
4. Develops and manages timelines to ensure compliance requirements and recommendations throughout the funded periods for each project. It includes adherence to all Occupational Safety and Health Administration (OSHA), Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and all UAB regulations,
5. Schedules leadership meetings and advisory board meetings as detailed in the grant workplan.
6. Works with Project Director on agenda topics for meetings, sets up meeting rooms or virtual meetings, sends invitations, and keeps minutes of meetings.
7. Develops central repository for Project Director, Project Faculty, and Project/Program Manager to store shared documents.
8. Interacts closely with Project Director, Project Faculty, and community partners to ensure that proper procedures are performed to comply with project procedures and timelines.
9. Tracks outcomes of the program and trainees for evaluation and required reporting purposes.
10. Orders/secures supplies and maintains equipment necessary for the performance of the project.
11. Schedules data collection efforts and utilizes a database to record data.

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12. May assist in hiring, training and supervising personnel, independent contractors, and students/trainees working on this project.
13. May assist in preparation of presentations and publications.
14. Facilitates compliance relative to University, School of Nursing, sponsor policies, Office of Research and Scholarship, and Grant Development/Research Management within the School of Nursing and University policies and procedures.
15. 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 hire 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.
16. Performs other related duties as directed to support the missions of the School of Nursing.

#### **KNOWLEDGE/SKILLS/ABILITIES:**

- Must be skilled at providing exceptional customer service
- Excellent verbal, written and interpersonal communication skills
- Ability to work independently with little or no supervision
- Ability to work independently using initiative and good judgment
- Ability to multi-task
- Ability to operate personal computer and related software
- Knowledge of supplies and equipment ordering and inventory control
- Process improvement and quality skills

#### **QUALIFICATIONS:**

Bachelor's degree in a related field and three (3) years of related experience required. Position requires previous project management, coordination, or administration or related experience and high degree of organizational skill. Prior clinical work with behavioral health population care is a plus. This position also requires proficiency with Microsoft office software (Word, Excel, PowerPoint, Access, and Outlook) and other software (SPSS and ENDNOTE), project software, and the ability to construct presentations, 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, interpersonal, critical thinking, organizational, assessment and management skills to meet the expected outcomes of the role. The individual must be detailed oriented, take initiative and have professional accountability. CITI IRB training will be required upon hire. All duties will be conducted in accordance with federal guidelines for conduct of research with human subjects. 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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**NOTE:**

Must undergo training and certification from UAB Environmental Health and Safety (EHS) Biosafety Courses regarding the safe management, handling, disposing, and shipping of blood and body fluids within two (2) weeks of hire. Required to obtain become certified in Basic Life Support (BLS) within first 6 months of hiring.

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