

General Statement of Duties & Responsibilities:

The Director of the Injury Prevention and Control Program (IPCP) is a leader in the Division of Violence and Injury Prevention and responsible for the overall direction of unintentional injury prevention activities within the Division. The IPCP Director will work closely with the Division Director to oversee the development and implementation of a major CDC Core Injury Prevention Grant. This work will include the development and implementation of a comprehensive injury prevention strategic plan that will guide the work of the Grant and the IPCP in the coming years. This position will have primary responsibility for convening and leading the Massachusetts Prevent Injuries Now Network (MassPINN), a key multidisciplinary stakeholder group for injury prevention activities in the state and for assuring MassPINN's expansion to meet the needs and activities identified in the strategic plan. The Director will work closely with the Injury Surveillance Program in the Bureau of Health Statistics, Research and Evaluation as well as with other programs throughout the Department to promote the inclusion of injury prevention strategies in public health programs. This position has significant supervisory responsibilities for key professional staff and will be responsible for assessing the IPCP's work, assigning staff responsibilities, and helping staff to develop work plans to meet developing needs and priorities.

Detailed Statement of Duties and Responsibilities:

The Director will be responsible for:

- Implementation of a five year federal grant, the Core Injury Prevention Program, with particular focus on the Base Integration Component, including:
 - leadership of the Massachusetts Prevent Injuries Now Network, a multidisciplinary group of stakeholders committed to injury prevention. The Director will be responsible for maintaining membership and recruiting additional members as needed as well as providing frequent communication about program initiatives, training opportunities, policy and legislative updates, etc.
 - development and finalization of a five year strategic plan for unintentional injury prevention.
 - selection and implementation of four intervention strategies, both policy and program, that will reduce the incidence of injury in Massachusetts. (These interventions are likely to focus upon prevention of falls in older adults, traffic safety, poisoning prevention, and childhood injury prevention.)
 - ensuring that program meets all grant goals and requirements.
 - leading the drafting of grant-related written materials including reports to the funding agency.
 - working with the IPCP's epidemiologist and contracted evaluator to assure the implementation of a quality evaluation.
 - providing budget management and oversight, completing grant spending and contract plans, and assuring that financial reporting is complete.
 - coordination with the Injury Surveillance Program on the Surveillance Quality Improvement component of the Core grant.
 - overseeing and supporting staff responsible for implementing the Motor Vehicle/Child Injury Prevention Policy component of the Core grant, including the establishment of a motor vehicle/child injury prevention policy plan and a program evaluation.
 - drafting of additional grant applications/reapplications as needed.
- Providing supervision to the Director of the Emergency Medical Services for Children Program and assuring program oversight.
- Providing supervision to the Injury Prevention Coordinator with primary responsibility for Traffic Safety Initiatives and developing strategies for synchronizing this work with the Motor Vehicle/Child Injury Prevention Policy grant for which the IP Coordinator is also responsible.
- Conducting regular individual supervision with direct reporting staff.
- Holding regular Injury Prevention and Control Program staff meetings.
- Supervising work of the staff who have primary responsibility for the contract with the Regional Poison Control Center and the Spinal Cord Injury Trust Fund.
- Working with the Division Director to determine the appropriate coordination, oversight and management of additional IPCP activities and initiatives including the State Child Fatality Review Program, program work related

to concussions in sports, collaboration with the Falls Coalition and the falls strategic plan, the Regional Network Lead component of the Core grant, and other activities/initiatives as needed.

- Participating as an active member of the Division of Violence and Injury Prevention's Senior Team.
- Budget oversight, including decision making regarding funding initiatives and monitoring existing spending to assure state procedures and protocols are being followed and program objectives furthered.
- Recommending new areas of priority for program development.
- Representing IPCP at statewide, regional and national meetings.
- Participation in relevant departmental and external committees, task forces and advisory groups to promote and advise on injury prevention.
- Keeping abreast of developing issues and best practices in the field of injury prevention.
- Developing and maintaining excellent working relationships with partners internal and external to the Department.
- Drafting materials for press releases, web sites and other social medial venues.
- Travel, in state and out of state, to represent the Department and Division.

Qualifications Required at Hire:

1. Knowledge of the social, economic, technological and ecological favors, trends and problems involved in human services planning.
2. Knowledge of the methods of general report writing.
3. Knowledge of the methods and techniques of statistics, including means, medians, modes and standard deviations.
4. Knowledge of the terminology and standard abbreviations used in statistics.
5. Knowledge of the methods used in the preparation of charts, graphs and tables.
6. Ability to analyze and determine the applicability of data, to draw conclusions and to make appropriate recommendations.
7. Ability to understand, apply and explain the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities.
8. Ability to gather information by questioning individuals and examining records and documents.
9. Ability assembles items of information in accordance with established procedures.
10. Ability to determine proper format and procedure for assembling items of information.
11. Ability to compile statistical data.
12. Ability to prepare general and statistical reports.
13. Ability to write concisely, to express thoughts clearly, and to develop ideas in logical sequence.
14. Ability to maintain accurate records.
15. Ability to work accurately with names, numbers, codes or symbols.
16. Ability to prepare and use charts graphs and tables.
17. Ability to calculate means, medians, modes and standard deviations.
18. Ability to follow oral and written instructions.
19. Ability to communicate effectively in oral expression.
20. Ability to give oral and written instructions in a precise and understandable manner.
21. Ability to lead a group of workers.
22. Ability to deal tactfully with others.
23. Ability to establish and maintain harmonious working relationships with others.
24. Ability to establish rapport with persons form different ethnic, cultural and/or economic backgrounds.
25. Ability to work independently.
26. Ability to exercise sound judgement.
27. Ability to exercise discretion in handling confidential information.
28. Ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates and available resources; controlling work through periodic reviews and/or evaluations; determining subordinates' training needs and providing or arranging for such training; motivating subordinates to work effectively; determining the need for disciplinary action and either recommending or initiating disciplinary action.
29. Knowledge of the principles, practices and techniques of supervision.
30. Ability to coordinate the efforts of others in accomplishing assigned work objectives.

QUALIFICATIONS DESIRED AT HIRE

Best qualified candidates will have substantial expertise in the public health field of injury prevention including:

- Deep knowledge of the epidemiology of injury, including health burden, risk factors and disparities
- Knowledge of injury prevention strategies, including the four E's of Enforcement, Education, Engineering and Emergency Medical Services
- Knowledge of current areas of greatest injury burden, e.g. Falls, Poisonings, Transportation, Drowning, etc.
- Knowledge of evidence-based interventions
- Knowledge of principles of program and policy evaluation

Such candidates will also have a work history which demonstrates the ability to:

- establish meaningful and effective working relationships with multidisciplinary partners
- engage new partners in ongoing projects
- effectively and engagingly communicate with individuals and large groups both in person and in writing
- lead a multidisciplinary group of individuals to a common goal while listening to the diversity of opinion and needs expressed
- supervise professional staff including helping staff to develop work plans that appropriately prioritize activities and assist in managing significant workloads
- provide budget management
- write grants and grant reports

Additional preferred qualifications:

- knowledge of health communication principles and writing for the web
- access to a car for in-state travel (valid driver's license required)

Minimum Entrance Requirements:

Applicants must have at least (A) four years of full-time or equivalent part-time, professional or paraprofessional experience in social work, social casework, health care administration, public health program administration, hospital administration, or in program administration or program management, and (B) or which at least two years must have been in a professional capacity, or (C) any equivalent combination of the required experience and the substitutions below.

SUBSTITUTIONS:

- I. A Bachelors degree with a major in social work, health care administration, hospital administration, public health or health services administration may be substituted for a maximum of two years of the required (A) experience*.
- II. A Graduate degree with a major in social work, health care administration, hospital administration, public health or health services administration may be substituted for a maximum of three years of the required (A) experience and one year of the required (B) experience*.

*Education towards such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience.