



MRCAC Medical Program Manager

Position Summary

The role of the Midwest Regional Child Advocacy Center (MRCAC) Medical Program Manager is to provide support with overall training and technical assistance functions of MRCAC. All positions of MRCAC are supported by federal grant monies from the Department of Justice (OJJDP) and are employees of MRCAC under the auspices of the Midwest Children's Resource Center, a department of Children's Hospitals and Clinics of St. Paul. The Program Manager will work closely with the Project Director and Project Staff of MRCAC to fulfill the goals and objectives for MRCAC. This position will compile reports and comply with all grant requirements. The Program Manager position is a remote position, though some in-person meetings and travel will be required. Applicants must be or become residents of Minnesota or Wisconsin.

Education and Experience Requirements

Master's degree or equivalent experience required in the field(s) of management, communications/marketing, education, social work, public health or other related fields

Required Skills and Abilities

- Proficiency in program coordination and development
- Proficiency in providing training and/or technical assistance
- Proficiency in working with multidisciplinary professionals (i.e. medical, legal, social services, law enforcement, victim services, etc.)
- Intermediate computer skills (Microsoft Office, Excel, PowerPoint, etc.)
- Working knowledge and proficiency with web-conferencing and streaming communications
- General knowledge of program development and evaluation
- Understanding of quantitative and qualitative analysis of program outcomes
- Demonstration of strong organizational skills and work habits; ability to prioritize, organize, and manage multiple projects with competing deadlines; ability to develop and move projects forward with independence and autonomy; strong problem-solving and trouble-shooting skills; ability to lead meetings and manage large and small projects
- Independent worker and able to function as a team player with initiative and flexibility
- Excellent people, verbal and written communication skills necessary
- Strong commitment to professional development
- Commitment to strong team environment and direct communication with co-workers

Desired Qualifications

- Extensive knowledge of Children's Advocacy Centers and the system of investigating, recognizing/diagnosing, and prosecuting child abuse
- Knowledge of medical response to child abuse including knowledge of medical procedures and educational needs of medical providers working with CACs
- Skills in coordinating training and technical assistance for child abuse medical providers and other multidisciplinary team members
- Knowledge of learning management systems

Responsibilities

Program Coordination & Development

- Coordinate and communicate activities with the MRCAC management team
- Coordinate the development and implementation of online training curriculum including content development, promotion, scheduling, coordination of guest speakers, registration, delivery, and evaluation
- Develop and deliver training and technical assistance that align with known needs and emerging trends in the field of child abuse and neglect
- Present at state, regional, and national conferences on pertinent issues
- Support administrative functions of MRCAC program and staff, as needed

Medical Academy

- Assist Project Director in developing annual strategic goals, work plan, and budget for [Medical Academy programs](#)
- Provide support to medical peer review programming
- Oversee and manage myCasereview expert review program including scheduling, development, collaboration, implementation, and improvement in coordination with Medical Directors
- Oversee and manage myQlportal quality improvement initiative including scheduling, development, collaboration, implementation, and improvement in coordination with Medical Directors
- Oversee and manage Medical Academy core trainings (Medical Training Academy, Pediatric SANE training) including development, collaboration, implementation, and improvement
- Collaborate with other medical and national partners in delivering a medical preceptorship program with participating sites to provide opportunities for medical professionals to gain medical examination hands-on and observation skills



- Increase participation and utilization of Medical Academy programs through collaboration with other Midwest Regional programs and activities
- Provide detailed evaluation and data reports on all Medical Academy programs for appropriate funders and stakeholders
- Maintain, strengthen, and build relationships with Medical Academy vendors, partners (International Association of Forensic Nurses, American Board of Pediatrics, etc.), and other key stakeholders
- Facilitate and manage opportunities for research on program outcomes and effectiveness and present findings at state, regional, and national conferences

To apply, please visit

<https://careers.childrensmn.org/us/en/job/23027108/MRCAC-Program-Manager>.

