



Example of Program Specialist Job Description

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Our innovative and growing company is looking for a program specialist. To join our growing team, please review the list of responsibilities and qualifications.

Responsibilities for program specialist

- School-based special education program implementation
- IEP quality and compliance
- Create and maintain websites
- Advise director as to the status of current activities
- Maintain liaison with other programs, offices and departments at Duke to coordinate program business and to accomplish program objectives
- Assist in the preparation of budgets and grants
- Collaboration with Duke LifePoint Healthcare and other health system administrative, medical, and clinical leadership
- Collaboration with other Duke Health departments and faculty
- Coordination of Duke LifePoint activities in compliance with contract terms of each affiliated program and guidelines
- Utilizing analytical, communication and organizational skills generally acquired through completion of a bachelor's degree program

Qualifications for program specialist

- Demonstrated customer service skills, customer focus abilities and the ability to understand KP customer needs a must
- Strong clinical psychosocial counseling skills a must
- Excellent patient assessment, history taking, interpersonal and independent working skills required
- Maintains knowledge of and assures departmental compliance with KP policies, social work practice, state regulatory requirements and accreditation

- Physical abilities to complete job duties under prescribed environmental and working conditions
- Individual should have the ability to be flexible and adaptable in a changing work environment