



Public Health
Prevent. Promote. Protect.

Macon County Health Department
Decatur, Illinois

Macon County Health Department Job Opening

Job Title: Home Visiting Program Manager

Location: Macon County Health Department – Decatur, IL

Pay: \$60,000 Annually (Exempt)

Job Type: Full Time

Work Location: In person

Job Description: Lead a Team. Strengthen Families. Make a Lasting Impact.

Are you an experienced human services professional who is passionate about supporting families, developing strong teams, and making a meaningful difference in your community?

The Macon County Health Department is seeking a compassionate, motivated, and experienced Home Visiting Program Manager to provide leadership, professional supervision, and oversight for our Home Visiting Program.

In this role, you'll support and develop a team of direct service professionals while helping ensure families receive high-quality, family-centered and strength-based services. You'll play an important role in program quality, staff development, accreditation, grant compliance, and the continued success of services designed to strengthen children and families throughout Macon County.

What You'll Do

- Provide ongoing professional supervision, coaching, oversight, and support to Home Visiting Program staff.
- Conduct required weekly supervision with direct service staff and provide meaningful feedback and professional development.
- Interview, train, evaluate, coach, and manage Home Visiting staff.
- Review assessments, documentation, and other work completed by Home Visiting staff.
- Develop and review program policies and procedures.
- Coordinate accreditation activities in accordance with Healthy Families America standards.
- Establish, implement, and evaluate the program's Quality Assurance Plan.
- Maintain required reports and documentation in accordance with funder and program-model requirements.
- Complete grant writing, submissions, budgets, expense reports, and program progress reports.
- Support employee development through ongoing education, training, and coaching.
- Collaborate with early childhood and community partners.
- Promote a positive, supportive, and productive team environment.
- Respond professionally and compassionately to the needs of families and community partners.
- Obtain Child Passenger Safety Technician certification within the first year of employment and participate in applicable car-seat programming.

Qualifications Required

- Master's degree in human services or a field related to working with children and families OR Bachelor's degree with at least three (3) years of relevant experience
- Strong understanding of supervision, employee motivation, staff support, and reflective practices
- Experience with home visiting and family-centered, strength-based service delivery
- Knowledge of maternal-infant health, infant mental health, and the dynamics of child maltreatment and neglect
- Strong organizational, communication, leadership, and computer skills
- Ability to maintain strict confidentiality
- Valid Illinois Driver's License, appropriate automobile insurance, and dependable vehicle for use during work hours
- Ability to work flexible hours when needed, including occasional evenings and/or weekends

Preferred

- Previous leadership or supervisory experience in home visiting, maternal and child health, public health, or family services
- Experience working with Healthy Families America or another evidence-based home visiting model
- Experience with grant-funded programs, quality assurance, accreditation, or program compliance
- Experience developing and coaching employees in a human services environment

Why Join the Macon County Health Department?

At the Macon County Health Department, we are committed to improving the health of our community while supporting our employees with an outstanding work-life balance and excellent benefits.

Benefits Include:

- 35-hour work week
- 12–14 paid holidays each year
- Paid vacation and sick leave
- Paid parental leave
- Blue Cross Blue Shield health and dental insurance
- EyeMed vision insurance
- Illinois Municipal Retirement Fund with employer contribution
- Employee Assistance Program
- Employee discounts
- Professional development opportunities

Why This Position Matters

Strong home visiting programs begin with strong leadership.

As the Home Visiting Program Manager, your work goes beyond managing day-to-day operations. You'll support the professionals who work directly with families, help maintain high standards for program quality, and create an environment where employees can learn, grow, and provide exceptional service.

Your leadership will ensure children and families throughout Macon County have access to compassionate, consistent, and high-quality support during some of the most important years of a child's life.

If you're looking for a leadership opportunity where your experience can strengthen a team and make a meaningful difference for families in our community, we'd love to hear from you.

Apply Today:

Submit your completed application and resume to:
Human Resources
Macon County Health Department
1221 E. Condit Street
Decatur, IL 62521
Email: HR@maconchd.org

Applications are available at [Macon County Health Department](#)

The Macon County Health Department is an Equal Opportunity Employer and Drug Free Workplace.