

IRIS HOUSE, INC.

POSITION DESCRIPTION

Position Title: **Program Manager, CDC NY – PS15-1502** FLSA Status: Non-exempt

Incumbent: Vacant

Department: Prevention

Reports To: Sr. Director of Community Health Initiatives

Date: August 2019

Location: New York, NY office

POSITION SUMMARY

The Program Manager will be responsible for overseeing all program implementation and operation, including but not limited to 1) establishing and maintaining relationships and coordinating services with CDC subcontractor Brightpoint Health; 2) assessing and analyzing recruitment and retention rates to measure program effectiveness; 3) coordinating, scheduling and co-facilitating the d-up intervention; 4) scheduling and conducting monthly testing/outreach events to targeted demographic areas; and 5) working with the program evaluation team to conduct continuous quality improvement activities. S/he will conduct weekly supervisory and programmatic meetings with the program staff to discuss activities and oversee their daily activities. S/he will review data for quality assurance and ensure accuracy for data collected with supervisor and program team. The Program Manager will also review and assess the fiscal integrity of the program on an ongoing basis.

ESSENTIAL POSITION FUNCTIONS

1. Responsible for providing and managing all activities related to the PS15-1502, including recruitment and retention of eligible PS15-1502 participants.
2. Responsible for establishing, maintaining and coordinating all programmatic services to be provided in conjunction with PS15-1502 sub-contractor and partner Brightpoint Health.
3. Responsible for assisting in recruiting and hiring of program staff, assist in their training and supervising all program staff. Responsible for creating a work environment where staff work together to achieve project goals.
4. Responsible for establishing, maintaining and/or overseeing partnerships with organizations for sharing client-level clinical and service provision data and collect data from clinical providers to track HIV prevention and support services received by project participants.
5. Responsible for ensuring full compliance with all project goals, evaluations and reports and other components as needed and for monitoring the implementation of the enhance HIV/HCV/STI testing program, d-up, and WILLOW, Peer Support, and ARTAS interventions, as well as PrEP/PEP and Linkage to Care in accordance with CDC and NYC DOH guidance.
6. Train program staff to implement program protocols for HIV/HCV/STI testing and counseling, and the CDC interventions.
7. Responsible for scheduling and co-facilitating the d-up intervention, conducting HIV/HCV/STI testing and counseling, Peer Support, ARTAS, conducting Linkage to Care, referrals to PrEP/PEP and navigation services as needed.

8. Schedule and conduct monthly Mobile Testing/Outreach events to High-Risk demographic NYC areas to increase testing in CDC target populations and to promote program visibility.
9. Responsible for periodic data submission to CDC and the quality of that submission via EvaluationWeb, and Excel Spreadsheet/Dashboard, submission and completion of mid-year and annual CDC reports.
10. Keep the Sr. Director of Community Health Initiatives informed about the effectiveness of the outreach program and the needs of the community.
11. Complete required program reports and reviews budget reports to maintain the programmatic and fiscal integrity of the program.

OTHER POSITION FUNCTIONS

1. Participate and coordinate programmatic activities with PS15-1502 staff and with partner Brightpoint Health and with other Iris House programs. .
2. Demonstrate teamwork and open communication.
3. Must have a valid driver's license and able to operate a mobile testing van.
4. Ensure full programmatic compliance of all CDC guidelines and Iris House policies and procedures.
5. Performs other related duties as assigned.

POSITION REQUIREMENTS

- Education:** Bachelor's Degree in a related field with four years of experience managing related programs and at least 1 year in HIV/AIDS or Master's Degree in a related field with at least two years of management experience. Knowledge and understanding of HIV prevention, treatment and care.
- Other:** Knowledge of federal, state and local laws and regulations related to area of entitlement, responsibility, such as HIPPA, confidentiality and privacy laws. Familiarity with the Plainfield and Irvington, NJ geographies and community resources a plus.
- Other Requirements:** Excellent communication, presentation and organizational skills; ability to establish and build rapport with clients and staff. Must also possess public speaking skills and be able to work independently.

**Qualified and Interested Parties please submit a cover letter and resume to
obarrrios@irishouse.org**