

**IRIS HOUSE, INC.
POSITION DESCRIPTION**

Position Title:	Program Manager	FLSA Status:	Exempt
Incumbent:	N/A	Department:	Prevention
Reports To:	Ofelia Barrios, Sr. Director	Date:	October 2024
Location:	West Side Headquarters In-Person	Salary:	\$55,000- \$60,000

POSITION SUMMARY

The Program Manager oversees, organizes, and monitors the Party with a Purpose (PWAP) program. PWAP is a peer-led HIV prevention, education, testing, and awareness program that aims to address the social determinants of health (SDOH), improve health outcomes, identify, and eliminate barriers to healthcare, and develop HIV prevention strategies to prevent new HIV infections and decrease health inequities among Black/African American cisgender women and Black and Latino Men, ages 18-29, who have sex with Men (MSM). PWAP is unique in providing these services while also fostering a sense of community and decreasing social isolation through self-care and recreational/social activities and giving participants a sense of purpose- to be who they are and celebrate community with their peers. The Program Manager is responsible for the administration and day to day operations of the program and staff. The Program Manager will be a person who has experience working with Black/African American cisgender women and Black and Latino Men, ages 18-29, who have sex with Men (MSM), people living with HIV/AIDS, and individuals at risk for HIV, STI, and Hepatitis C infection, and addressing SDOH among the targeted populations residing in Upper Manhattan and the South Bronx. The Program Manager reports to the Senior Director of Community Health Initiatives and will assist the Senior Director with funder reporting as directed.

ESSENTIAL POSITION FUNCTIONS

1. Manages, plans, directs, and coordinates the PWAP program's activities, reviews, evaluates, and meets with staff and management to identify opportunities for improvement, resolves problems and directs and implements changes. Management skills and ability to generate program reports is essential for this position.
2. Evaluates the effectiveness of ongoing operations and the application of the contract funder's requirements to ensure compliance and to make recommendations for the development and implementation of new and/or revised program policies and procedures and to develop and implement service delivery activities that effectively meet the needs of PWAP participants. Implements the Social Determinants of Health (SDOH) assessment tool with clients to identify SDOH needs and refer/link the clients to HIV prevention, treatment and care, and supportive services.
3. Ensures quality assurance by periodically auditing and reviewing PWAP funded activities, including outreach, recruitment for social activities Ballroom and Kiki community events for MSM of color, monthly social activities for women, assess adherence to the funder's contractual agreement, to ensure the completeness of all PWAP documentation and to assess the quality of services delivered.

4. Oversees and leads PWAP activities by creating brochures, flyers, and promotional materials, managing, and organizing month PAW social event and Ballroom and Kiki events logistics, and utilizes staff/peer's social media networks to recruit and promote the program and events. Participates in the design and preparation of PWAP activities to publicize the program within the community via outreach, Ballroom and Kiki community events, social activities for participants and social media outlets.
5. Identify sites and locations to recruit participants and establish working relationships and linkages to care as needed. Make appropriate referrals to health care services (PrEP/PEP) and screens (breast, cervical, colorectal, and anal cancer screenings) and supportive services such as food insecurity, housing, job placement, etc. to address SDOH needs.
6. Participates and ensures integrity of data collection and entry for evaluation purposes and participates in continuous quality improvement of the program. Attends Gilead Sciences' evaluation and funders meetings and works with the internal evaluation department to complete SODH assessment and quality assurance measures.
7. Provides educational and resource information and/or engages potential clients into Iris House programs. Provides guidance to program staff on how implement monthly social activities, annual Ballroom and Kiki community events and utilizes social media platforms for recruitment and promotional purposes.
8. Presents Iris House programs and services to other community-based organizations to cultivate and maintain linkage agreements for reciprocal services. Offers internal and external referrals to address the SDOH among new HIV infections and decreasing health inequities among Black/African American cisgender women and Black and Latino Men, ages 18-29, who have sex with Men (MSM).
9. Monitors and evaluates assigned personnel, provides and coordinates staff training; works with employees on performance issues, responds to staff questions and concerns; makes discipline recommendations to senior management.
10. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, identifies opportunities for improvement. Ensures senior management is informed of significant issues and conditions that may have an adverse impact on the organization's operation and goals.
11. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.
12. This position is fully in-person, and all services are rendered at our West Side Headquarters and other locations in NYC based on the event locations and outreach sites.

OTHER POSITION FUNCTIONS

- Serves as a liaison between the Gilead Sciences and Iris House.
- Prepares clear and concise reports, correspondence, policies, procedures, and other written materials.
- Demonstrates teamwork and open communication.
- Establishes, maintains, and foster positive and effective relationships with those contracted in the course of work.
- Performs other related duties as assigned by supervisor.

POSITION REQUIREMENTS

- Education:** Bachelor's Degree in Human Services or related field or equivalent educational and work experience.
- Experience:** At least five (5) years of related experience, including two (2) years of management and administrative experience. Experience delivering HIV education and HIV testing, and extensive work with the Black/African American cisgender women and Ballroom and Kiki experience preferred. Spanish Bilingual preferred.
- Other Requirements:** Knowledge and understanding of HIV/AIDS prevention, Social Determinants of Health, HIV education, support services and managing peers. Strong group facilitation skills; Excellent communication skills and event planning; Excellent event planner; Must be proficient in the use of personal computers. Ability to work nights and weekends. Driver's license preferred.

Qualified Candidates please send cover letter and resume to Ofelia Barrios, Sr. Director of Community Health Initiatives, at obarrios@irishouse.org