

**IRIS HOUSE, INC.**  
**POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Program Manager</b>	<b>FLSA Status:</b>	Exempt
<b>Incumbent:</b>	N/A	<b>Department:</b>	SAMHA/YOU!
<b>Reports To:</b>	Ofelia Barrios, Sr. Director	<b>Date:</b>	July 2020
<b>Location:</b>	West Side Headquarters		

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**POSITION SUMMARY**

The Program Manager manages, organizes, and monitors the YOU! (Young, Outstanding, Unique) program. YOU!, aims to engage youth and young adults ages 13–24 in substance misuse prevention and HIV prevention, works in the Harlem and South Bronx communities to ensure a greater awareness and navigation to treatment and care, specifically for young people of color who are hardest hit by both epidemics. 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 youth of color, youth at risk for HIV, STI, and Hepatitis C infection and able to effectively conduct outreach and service provision to young African- American and Latino population in Upper Manhattan and the South Bronx. The position will participate in recruiting for, organizing and coordinating mobile testing, conducting targeted outreach, providing educational workshops, promoting services via multiple social media channels, conducting HIV/Hepatitis C/STI testing, mental health and substance abuse screening, record and assist in data collection and program evaluation. The Program Manger reports to the Sr. Director of Community Health Initiatives and will assist the Sr. Director in funder reporting as directed.

**ESSENTIAL POSITION FUNCTIONS**

1. Manages, plans, directs and coordinates the program’s work plan, reviews, evaluates and assesses workload, work methods and procedures, meets with staff and management to identify opportunities for improvement, resolves problems and directs and implements changes.
2. Evaluates the effectiveness of ongoing operations and the application of the contract provider’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 clients.
3. Ensure quality assurance by periodically auditing and reviewing client charts to assess adherence to the provider’s contractual agreement, to ensure the completeness of all chart documentation and to assess the quality of services delivered.
4. Organize, facilitate and leads the Seeking Safety group sessions for youth of color and high-risk youth and facilitate curriculum activities and group discussion utilizing strong group facilitation skills. Identify sites and locations to recruit participants and establish working relationships and linkages as needed. Community outreach to reduce the risk of HIV/AIDS by providing HIV/AIDS education and resource information and materials; by engaging potential clients into the YOU! Program; and by engaging high-risk youth populations into treatment plans.
5. Establish and ensure a friendly and safe environment during Seeking Safety group sessions. Participate and ensure integrity of data collection and entry for evaluation purposes and participate

in continuous quality improvement of program. Participate in the design and preparation of activities to publicize the program within the community. Management skills and ability to generate program reports is essential to this position.

6. Provide educational and resource information and/or engage potential clients into Iris House programs. Provide referrals and support groups for social and health services related to curriculum topics (e.g., HIV/STI/HCV testing services, sexual and gender integration, domestic violence services, legal services). Provide HIV, HCV, STI and HCV testing on-site and off-site. Provide navigation and follow-up for adolescents and young adults to care for HIV and substance misuse where indicated.
7. Presents Iris House programs and services to other community-based organizations to cultivate and maintain linkage agreements for reciprocal services and to generate referrals for Iris House HIV/AIDS services.
8. Develop and implement culturally appropriate public messaging and awareness campaigns on the risk of substance misuse and HIV risks for adolescents and young adults as well as for those who are living with HIV.
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. Conducts departmental orientation plan for new employees. Provides internal and external training workshops and/or sessions for employees, such as quality assurance processes, contract requirements and varied HIV/AIDS, substance use and mental health awareness topics, as needed.
11. 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.
12. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.

## **POSITION REQUIREMENTS**

- Education:** Bachelor's Degree in Human Services or related field or equivalent educational and work experience. Seeking Safety, HIV educational and HIV Testing preferred. Spanish Bilingual preferred.
- Experience:** At least five (5) years of related experience, including two (2) years of management and administrative experience.
- Other Requirements:** Knowledge and understanding of substance misuse and HIV/AIDS prevention. Strong group facilitation skills; Excellent communication skills; must be proficient in the use of personal computers. Ability work some late nights and weekends. Driver's license preferred.

## **OTHER POSITION FUNCTIONS**

- Serves as a liaison between SAMSHA 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.

**Qualified Candidates please send cover letter and resume to Ofelia Barrios,  
Senior Director, at [OBarrios@irishouse.org](mailto:OBarrios@irishouse.org)**