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Senior Program Manager | Ending the HIV Epidemic Initiative (Ryan White Services Division - IDB)

Infectious Disease

Full-time

1010 Massachusetts Avenue-LOC01

Posting Date

Apr 28, 2021

Requisition Number

1447

Number of Openings

1

Job Description

The Ryan White Services Division (RWSD) serves as the grantee for the Ending the HIV Epidemic (EHE) Initiative.

The U.S. Department of Health and Human Services' *Ending the HIV Epidemic (EHE)* initiative aims to reduce the number of new HIV infections in the United States by at least 90 percent by 2030 with the goal of decreasing the number of new HIV infections to fewer than 3,000 per year. Reducing new infections to this level would essentially mean that HIV transmissions would be rare and meet the definition of ending the epidemic. BPHC's RWSD is responsible for administering EHE funds to support new and innovative strategies to link people with HIV who are either newly diagnosed, or are diagnosed but currently not in care, to essential HIV care and treatment and support services in Suffolk County. The EHE grant is new funding that expands on Ryan White Part A funds that BPHC has administered for the past 30 years to develop and enhance access to a comprehensive continuum of high quality, community-based care for low-income individuals and families with HIV disease in the 10 counties included in the Boston Eligible Metropolitan Area (EMA).

DUTIES:

- In collaboration with the Division Director, the Senior Program Manager will provide programmatic direction and support for the implementation, monitoring and reporting for the federally funded Ending the HIV Epidemic Initiative (EHE) of the Ryan White Services HIV/AIDS Services Division. The goal of the EHE Initiative is to support new and innovative strategies to link people with HIV who are either newly diagnosed, or are diagnosed but currently not in care, to essential HIV care and treatment and support services in Suffolk County. The EHE Senior Program will support the RWSD with the launch of the new EHE initiative and participate in ongoing EHE Advisory committee meetings and activities with partners. The EHE Senior Program is responsible for supporting the management of all day to day operations of the EHE Initiative, including the production of the annual grant application, implementing an RFP process for services, monitoring contracted providers, providing/coordinating technical assistance to funded providers, completing all mandatory reporting, developing program and policy initiatives, and preparing for/ coordinating funder site visits.
- Provide supervision and guidance to Program Coordinator III and Program Coordinator II staff funded through EHE.
- Works closely with the Boston EMA HIV Health Services Planning Council, EHE Advisory Committee and other stakeholders and to plan, implement, and monitor the program goals, development, and evaluation.
- Works collaboratively with program & fiscal staff to ensure system accountability
- Develop Standard Operating Procedures
- Program responsibilities include contract management, monitoring client demographics and service utilization data, working with agencies to maximize distributed funds, providing technical assistance on grant management and reporting requirements, as well as preparing grants and various reports.
- Ensure compliance with all federal reporting requirements.
- Ensure implementation of performance indicators and outcome measures.
- Develop and coordinate all procurement processes and Requests for Proposals for contracted services and negotiations with selected vendors. Ensure appropriate service delivery in the Project Area.
- In coordination with Quality Management and Data staff, ensure the monitoring of performance measures, site visits, provision of technical assistance to sub-contractors, and compliance reporting requirements for all implementing partners. Coordinate ongoing community needs assessments as needed.
- Works in a confidential capacity. Operates independently.
- Uses independent judgment and discretion to make decisions affecting the department and staff as it relates to unit operations/services and BPHC policy. Make and recommend management and personnel decisions for, including but not limited to promotion, transfer and assignment of staff, and imposition of discipline.
- Perform other duties as required.

Minimum Qualifications

- Bachelor's degree required. Master's Degree in Public Health, Public Administration, or advanced degree in closely related fields preferred. 5 years' experience in Public Health working with low income and diverse cultural groups.
- Experience working on HIV health issues preferred but not required.
- Significant years of experience may be substituted for a degree.
- Experience managing a major project or grant
- 2 to 5 years' experience in managing a major project and grant preferred
- 2 to 5 years of formal supervisory experience preferred.
- Must be able to work with significant autonomy and limited supervisory direction.
- Experience in community capacity development (Board of Directors, Consortium, Coalitions, Advisory Committees)
- Experience in organizing, planning, developing, managing, and evaluating related types of programs.
- Demonstrated ability to work within urban communities, particularly with racially, ethnically, and culturally diverse, low income, and special needs populations. Knowledge of Boston region.

- Extensive knowledge of public health issues. Experience utilizing public health data for project planning, evaluation, and reporting (written and oral).
- Excellent written and verbal communication skills and experience in public speaking.
- Knowledge of applicable federal and state data privacy laws and regulations, including (HIPAA).
- Resource development, contract management, grant writing and policy development and implementation skills are strongly desired.

Additional Information

City of Boston Residency Required, A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for., Any position that requires an advanced degree will be subject to education verification, This is a grant funded position, The Boston Public Health Commission is an EEO Employer and all applicants meeting the minimum requirements are eligible to apply

Union Status

Non-Union

Grade

SAL

Pay Range

\$70,000 - \$75,000

Shift

35 hours per week



Boston Public Health Commission

Office of Human Resources

APPLICANT REFERENCE CHECK FORM

NOTE: Hiring supervisors/managers are required to complete and attach this form in ADP.

Applicant Name: _____ Today's Date: _____

Reference Contacted: _____ Company Name: _____
Applicant's Supervisor: Yes No Other Relationship: _____ Dates Worked: From _____ To _____

Qualities	Rating			Comments
Attendance/Punctuality	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Honesty/Reliability	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Interpersonal Skills	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Technical/PC Skills	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Ability to Perform Job	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	

Would you re-employ? Yes No Comments: _____
Reason Employment Ended: _____
Other Comments: _____

Reference Contacted: _____ Company Name: _____
Applicant's Supervisor: Yes No Other Relationship: _____ Dates Worked: From _____ To _____

Qualities	Rating			Comments
Attendance/Punctuality	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Honesty/Reliability	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Interpersonal Skills	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Technical/PC Skills	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	
Ability to Perform Job	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor	

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Other Comments: _____

Checked By: _____ Date: _____