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Senior Program Manager - Ryan White Client Services Division - IDB

Infectious Disease

Full-time

1010 Massachusetts Avenue-LOC01

Posting Date

Apr 1, 2021

Requisition Number

1423

Number of Openings

1

Job Description

The Ryan White Services Division serves as the grantee for the Ryan White Part A grant. The Ryan White Comprehensive AIDS Resources Emergency (CARE) Act, of 1990, as amended in 1996 and 2000, was replaced by the Ryan White HIV/AIDS Treatment Modernization Act of 2006. The legislation was extended in 2009 under President Obama as the Ryan White Treatment Extension Act. Funds from Part A provide direct financial assistance to Eligible Metropolitan Areas (EMA) and Transitional Grant Areas (TGA) that have been the most severely affected by the HIV epidemic. The funds are intended to develop or to enhance access to a comprehensive continuum of high quality, community-based care for low-income individuals and families with HIV disease.

A comprehensive continuum of care includes primary medical care and supportive services, which aim to promote health and enhance the quality of life. The HIV/AIDS Bureau (HAB) of the Health Resources and Services Administration (HRSA) administers the Ryan White Program. Ryan White Part A formula and supplemental grants are awarded to each EMA's Chief Elected Official (CEO). The CEO appoints an HIV/AIDS Services Planning Council and designates a Grantee. The Planning Council establishes priorities and develops a plan for meeting those priorities. The Boston Public Health Commission, the designated Grantee, distribute grant funds according to the priorities established by the Planning Council.

Client Services provides programmatic support to Ryan White-funded agencies in the Boston EMA. Support includes contract management, monitoring client demographics, and service utilization data, working with agencies to maximize distributed funds, and providing technical assistance on grant management and reporting requirements.

In collaboration with the Division Director, the **Senior Program Manager** will provide programmatic direction for the federally funded Client Services Unit of the HIV/AIDS Services Division. The goal of the Client Services Unit is to develop/enhance mechanisms, which allow access to a comprehensive continuum of high quality, community-based care for low-income individuals and families with HIV disease. The Senior Program Manager for Client Services is responsible for supporting the management of all day to day operations of the client services unit, including the production of the annual grant application, implementing an RFP process for services, monitoring contracted providers, providing technical assistance to funded providers, completing all mandatory reporting, developing program and policy initiatives.

DUTIES

- Provide supervision and guidance to Program Coordinator III and Program Coordinator II staff in the Unit.
- Works closely with the Boston EMA HIV Health Services Planning Council and consortium of community residents and other stakeholders and is responsible for planning, implementing, and monitoring 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. Masters Degree in Public Health, Public Administration, or advanced degree in closely related fields preferred.
- Five (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.
- Two (2) to five (5) years experience in managing a major project and grant preferred.
- Two (2) to five (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, The advertised shift and schedule are subject to change at the departments discretion.

Union Status

Non-Union

Grade

SAL

Pay Range

\$70,000 - \$75,000

Shift

Monday-Friday 9am-5pm