



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Program Manager – FTR092017

Agency Description

A&PI Wellness is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness, and equality. We strengthen the well-being of and lead under-served communities---of all races, ethnicities, gender identities, sexual orientation, and immigration statuses---towards justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco's Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

We believe that everyone deserve to be healthy and needs access to the highest quality health care.

Position Description:

The Program Manager will manage the planning and implementation of High Impact Prevention (HIP) services, including HIV Testing and Counseling, PrEP Programs with a special emphasis on transgender women and young MSM, and our MSM community programs targeting A&PI MSM and other men of color who have sex with men. The Program Manager will also lead the delivery of quality services to support broader HIV prevention needs, including out-patient mental health counseling, social support, community building, substance abuse prevention and treatment, case management and primary medical care services. The Program Manager will work with the Associate Director of Prevention Services to ensure administrative and contractual compliance with funders, and monitor programs for continuous quality improvement. The Program Manager will work closely with other managers, supervisors, and staff within the programs department and more broadly at the agency to prioritize integration and maximize resources. The Program Manager will report to the Associate Director of Prevention Services.

Program Planning and Implementation Responsibilities:

- Manage the implementation, development, and delivery of High Impact Prevention programs including (but not limited to): HIV testing, PrEP Programs, and MSM programs
- Develop, strategize, coordinate and manage the timely delivery of contractual requirements such UOS, program reports justifications on a weekly, monthly, quarterly and yearly basis.
- Assist in the preparation of program budgets and implement and manage program budgets to ensure program sustainability.
- Build and foster new and existing partnerships with collaborators and community leaders, internally and externally to benefit and achieve program goals.
- Liaise with other non- profit organizations and governmental bodies and groups, to achieve program impacts with quality and sustainability.

- Support the recruitment, training, mentorship, and maintenance of California state certified HIV Test Counselors and volunteer providers on a monthly, quarterly, and annual basis.
- Manage, oversee and conduct maintenance and quality assurance and support the design for on-site clinics and mobile clinics in compliance with API Wellness standards and San Francisco Department of Public Health mandated standards
- Attend strategic planning meetings with contract collaborators, San Francisco Department of Public Health coordinators (HIV Testing and PrEP), and grant officers to discuss project progress and adaptations.
- Collaborate with other department supervisors and community partners as a team and provide weekly and monthly updates on on-going HIV Testing, PrEP and prevention efforts.
- Work in part of a leadership team to conduct strategic planning, quality assurance, and service expansion for both HIV Testing programs and biomedical and community level HIV Prevention program efforts.
- Other duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in a health or social services related field. Combination of experience and education will be considered
- At least 3 years of experience in multi-level implementation of evidence based interventions.
- Extensive knowledge and experience with HIV/AIDS, substance use, mental health issues, among transgender communities.
- Demonstrated experience in social service navigation, linkage/engagement in HIV medical care services, clinical service integration models
- Experience in developing program monitoring reports, contracts management, with strong attention to detail
- Strong and demonstrated experience in public speaking, communication, and writing skills
- CA State Certified HIV Testing Counselor
- Ability to work weekends and nights (weekends) is required, and to be punctual and perform tasks consistently during scheduled shifts.
- Comfortable discussing issues of sex, HIV/AIDS, as well as sexual, gender, and ethnic identities with youth and adult men in various stages of development
- Strong, written and verbal communication skills, attention to detail and demonstration of follow through and reliability
- Ability to work with a multi-disciplinary team.

Preferred Qualifications:

- Bachelor's Degree in a health or social services related field. Combination of experience and education will be considered
- Experience with CDC Evidence Based Interventions, especially SNS for CTR and POL.
- Possess an active phlebotomy certification.

- Experience with PC software: MS Office, FileMaker Pro, Access, etc.
- Reliable means of transportation.

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15632481>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records