

Job Posting: Program Manager II

Overview: Working in a team environment, the Program Manager II will ensure the provision of quality programming and oversight of program staff, with an emphasis on achieving goals with measurable results in Ending the Epidemic. The successful candidate for this position will have demonstrated skills and experience in state/federal/foundation grant management and supervision of a motivated, compassionate staff in a non-profit environment using a trauma-informed and harm reduction approach.

Status: Full Time, OT exempt – Benefit Eligible **Reports to:** Associate Executive Director of Programs

Salary Range: \$64,000 - \$68,000/annual

Qualifications:

1. Master's degree in education or health or human services field.
2. Minimum of 2 years State or Federal grant funded program management, staff supervision, and, grant delivery/reporting experience.
3. Experience utilizing and analyzing data to guide program success and to meet and exceed funder and agency goals.
4. Experience with developing SMART goals for program staff.
5. Availability to work a flexible schedule with some evenings and weekends.
6. Valid, unrestricted driver's license, insurance, and independent means of transportation.

Skills:

1. Professional interpersonal, verbal and written communication skills and ability to interact with a wide range of personalities.
2. Ability to work in and grow our agency culture, in a diverse and multicultural setting, providing trauma-informed and harm reduction services to persons of diverse backgrounds.
3. Demonstrated ability with taking initiative to ensure program success.
4. Excellent time management with the ability to organize multiple tasks and priorities.
5. Proficiency in MS Office programs including Word/Excel and Outlook.

Responsibilities:

1. Responsible for the HIV Employment, MPower!, PAWS program, Center of Expertise, and NAMES Project.
2. Provides ongoing training, supervision, and evaluation of program staff through positive leadership and demonstrated behaviors to promote a culture of trust, collaboration and transparency
3. Prepares narrative and data reporting for program activities and outcomes.
4. Ensures staff are utilizing internal agency's electronic health record system (AWARDS) and AIRS to assist in maintaining records of member-level data, service encounters and adhere to grant requirements for programs and grants responsible to include Intake, Enrollment and Discharge).

Albany Damien Center

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5. Ensures staff are Inputting Agency Intake & Discharges, CM Enrollments & Discharges and Employment Pathways Enrollments & Discharges into the Agency Database
6. Ensures that staff are Inputting Labs, HIV Medication Pharmacy, Reassessments and required forms into AIRS
7. Responsible for developing linkages with community and referral partners, tracking referrals, and completing tasks to support program services, as assigned. Sets program SMART goals and monitor program data to meet funder/agency expectations, improve services and make programmatic decisions.
8. Assists Associate Executive Director of Programs with development and monitoring of budgets, work plans, and recommend modifications as needed.
9. Assures each program area is working as a team and fully supports other teams in the agency.
10. Reviews client documentation for content of services provided and progress notes while ensuring compliance with Article 27F HIV Confidentiality Law for client records and staff interactions.
11. Develops and annually reviews/updates program policies and procedures.
12. Provides oversight, training, and coordination of volunteers and interns for program areas.
13. Actively participates in CQI (Continuous Quality Improvement) using data to monitor quantitative and qualitative process and outcome improvements using the PDSA cycle and SMART goal setting.
14. Fully support and grow the Damien Center Pharmacy Program and work to support members in reducing barriers to help each person achieve durable HIV Viral Load Suppression.
15. Supports and participates in a culture of philanthropy by recognizing that fundraising efforts—including donor relations and organizational agency communication— include all staff and is essential to carry out the work and mission of the organization. Assist in development efforts as requested by the Director of Programs.
16. Engages in self-care to promote physical, emotional, and spiritual well-being.
17. Attends full staff meetings and meet required 24 hours of annual training
18. Other duties as assigned

The Albany Damien Center's mission is to enhance the lives of people affected by HIV/AIDS in an affirming environment and to reduce new infections in the communities we serve. **Our vision** is a community where people with HIV/AIDS achieve their desired potential and are respected as coworkers, neighbors, and friends, while striving for an HIV free generation.

The Albany Damien Center is committed to building a culturally diverse staff and strongly encourages applications from minority candidates, women, persons from our LGBTQ community, persons living with HIV/AIDS, and persons formerly homeless.

To Apply: Please send 1) cover letter 2) resume and 3) list of three professional references to: careers@albanydamiencenter.org