

Job Posting: Program Manager I

Overview: Working in a team environment, the Program Manager I will ensure the provision of quality programming and oversight of program staff, with an emphasis on achieving goals with measurable results. Will be responsible for performing intakes on members to assess member needs and determine program eligibility, as well as managing ongoing referrals and re-assessment processes.

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

Salary Range: \$63,000 - \$66,000/annual

Qualifications:

1. Bachelor's degree, in a health or human services field. Masters preferred Equivalent experience may be substituted for degree.
2. Minimum of 2 - 4 years of State/Federal grant funded program management, staff supervision, and, grant delivery/reporting experience in a not-for-profit setting. Training in Trauma-Informed service delivery, harm reduction, and housing-first models a plus.
3. Experience utilizing, analyzing, and maintaining data integrity to guide program success and to meet and exceed funder and agency goals.
4. Experience in providing strength-based, client-centered, proactive care coordination.
5. Experience with developing SMART goals for program areas.
6. Availability to work a flexible schedule with some evenings and weekends.
7. 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. Excellent time management with the ability to organize multiple tasks and priorities.
4. Proficiency in MS Office programs including Word/Excel and Outlook.

Responsibilities:

1. Supervises and coordinates the Smart Meals Program, Drop-in Center, and new programs as they are developed.
2. Ensures each member receives an initial intake, referrals and a reassessment every six months with the required documentation and forms.
3. Reviews client documentation and ensures compliance with Article 27F HIV Confidentiality Law and HIPPA confidentiality for client records staff interactions.
4. Utilizes 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 (CM, NHE, Ryan White Part D, Intake, Enrollment and Discharge).
5. Prepares required narrative and data reporting for program activities and outcomes, monitoring deliverables to ensure compliance with funder expectations.
6. Responsible for developing linkages with community and referral partners, tracking referrals, and completing tasks to support program services, as assigned.
7. Sets program SMART goals and closely monitors each program's data results to reach and exceed funder and agency expectations. Works with program staff to utilize data for improving services.
8. Assists Director of Programs with development, modification, and review of budgets and work plans.
9. Hires, trains, supervises, and evaluates program staff, ensuring program goals and objectives are being met. Ensures each program area is working as a team and fully supports other teams in the agency.
10. Schedules member programming and activities for the Albany Damien Center.
11. Actively participates in CQI (Continuous Quality Improvement) using data to create/monitor process and outcome improvements using the PDSA cycle and SMART goal setting.
12. Develops and annually reviews/updates program related policies and procedures.
13. Provides oversight, training, and coordination of volunteers and interns for program areas.
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. Support and participate in a culture of philanthropy by recognizing that fundraising efforts—including donor relations and organizational agency communication— include all staff and are essential to carry out the work and mission of the organization. Assist in the completion of funding proposals, securing member stories, and participating in fundraising efforts as requested by supervisor.
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 and special projects 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

COVID-19 considerations: COVID-19 vaccination or approved exemption required.