



Black AIDS Institute
Job Posting
Director of Direct Services

Overview

The Director of Direct Services is an essential part of the Black AIDS Institute's programs team and is responsible for leading the implementation and contributing to the strategy of all HIV clinical and behavioral programming at the Institute. The Director of Direct Services will have lead responsibility for delivery of high-quality HIV prevention and care services offered at various locations throughout Los Angeles. The expansion of BAI's direct HIV services is part of its strategic plan for the next generation of Black HIV/AIDS response that will end HIV in Black America. The Director of Direct Services is responsible for championing high-quality and unapologetically Black HIV services to Black Angelinos and is a key leader in the future of BAI.

The ideal candidate will be a self-starter that thrives when working independently and have excellent, writing, training/facilitation skills, with an ability to develop strong interpersonal relationships with staff, community members, and partners. A successful candidate will have knowledge and experience of HIV testing activities, and leading HIV programming in clinical and non-clinical settings. The Director of Direct Services must have a commitment to anti-oppression work and thrive when working in a Black-centric environment.

Black people, LGBTQ+ people, and people living with HIV or on PrEP are highly encouraged to apply.

Job Location: Los Angeles, California

Reporting Relationship: Program Director

Supervisory Relationship: HIV Testing Counselor & Linking Navigation Specialist
HIV Testing Counselor & Program Assistant

Salary Range: \$74,000 to \$86,480 depending upon qualifications.

Supervision/Training:

- Direct supervision of HIV Testing Counselor & Linking Navigation Specialist and HIV Testing Counselor & Program Assistant
- Regular supervisory meetings with the Program Director and staff
- Development and daily maintenance of a departmental work plan which details project goals and outcomes.

- Participation in agency training programs
- Maintenance of an ongoing professional development plan

Agency-wide Duties and Responsibilities:

- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures.
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies.
- Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Maintenance of confidential information
- Communicates appropriate information to other departments in a timely and effective manner.
- Participates in appropriate professional development programs to attain and maintain competency.
- Has reliable transportation and a valid driver's license (required)

Position Specific Duties/Responsibilities:

General/Management

- Lead the development and management of BAI's HIV direct service work in Los Angeles, including ongoing scale up of clinical and behavioral services.
- Set, coordinate, review and modify HIV prevention and care clinical and behavioral goals and objectives, identify challenges to achieving objectives, and develop plans and procedure to overcome challenges.
- Develop and improve administrative and clinical policies, procedures and systems to ensure proper operational controls and reporting systems to effectively evaluate and manage programs, contractual obligations and compliance regulations.
- Ensure staff comply with all established prevention and care protocols and all state and federal compliance requirements.
- Evaluate program effectiveness and determine the need for program modifications and/or new program development.
- Think critically about the direct service package and provide strategic-level guidance on programming, service provision, systems, and workflow.
- Set standards of accountability, train, supervise, evaluate, coach, and counsel direct reports.
- Develop, analyze, and manage program budget including patient goals and clinic goals.
- Ensure all necessary reporting requirements are adhered to and submitted in a timely manner, including required CDC reporting.
- Represent the Institute with community organizations and collaborations and engage them to facilitate comprehensive outreach, referral, and support services.
- Liaise with funders, federal government, and other bodies on behalf of BAI and its prevention and care programming.
- Manage subcontractors and billing processes for subcontractors.

- Assess and recommend capacity building and training needs to ensure implementation of evidence-based and quality services.
- Identify opportunities and propose actions to improve quality, improve productivity, reduce costs, improve staff morale, and improve client's experience.
- Understand local, state, and national issues and actions that affect our clients and advocate and integrate strategies and actions to sustain and expand services.
- Some travel required.

Clinical Services

- Ensure all clinic facilities and clinical services meet all licensing, certification, regulatory, health plan and other compliance requirements.
- Lead and conduct ongoing Quality Assurance of HIV services including proper client flow and data management as well as cultural humility; implement programmatic quality improvement activities.
- Ensure clients are assisted in the development of risk reduction goals.
- Ensure follow-up with clients is done according to program protocols and industry best practices.
- Lead regular internal documentation/file audits.
- Train, supervise, evaluate, coach, and counsel direct reports.
- Maintain strict client confidentiality standards per state and federal regulations

Outreach

- Develop and manage robust outreach and communication strategies to reach Black Angelinos living with and affected by HIV, particularly Black gay men

Training

- Oversee the provision of individual- and group-level HIV prevention intervention activities (Mpowerment, POL, etc.) including assessment, development of individualized prevention plans of action, follow-up and referral activities
- Develop and deliver curricula and supervise the education of clients and peer group mentors

Professional Qualifications:

- Master's degree in Public Health, Public Policy or related field or Bachelor's degree and five years in operational management in delivery of clinical services
- At least three years' experience of operational management of clinical and/or HIV services
- Knowledge of clinic operations, utilization review, quality management, patient billing, budgeting and financial reporting, government and private grant management, public health concerns
- Experience implementing and managing federally, or other government funded projects
- Experience in analytics, evaluation, quality, and efficiency metrics, and utilizing electronic health records.
- Experience in developing and maintaining complex health systems that monitor program client, subcontractor, and other program outcomes.

- Understanding of federal and state public health issues with respect to HIV, care continuum initiatives, gay men, and Black communities
- Proficiency with Windows, Microsoft Word, Outlook, and Excel
- Must be professional with strong customer service skills; approachable, people-oriented, and a good listener
- Excellent oral and written communication skills
- Ability to exercise discretion and tact in all interpersonal contacts and maintain confidentiality at all times
- Ability to work independently and accurately in a high-paced, deadline-oriented, environment without direct supervision
- Must be a change agent able to develop, implement, and maintain policies and processes
- Ability to manage multiple tasks using independent judgement and discretion
- Excels in fast-paced environment

Physical and Sensory Requirements:

- Ability to read, write, and converse in English
- Ability to communicate efficiently with staff, stakeholders, vendors and funders
- Ability to remain calm and composed under stress
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
- Ability to respond to telephones and other auditory stimulation
- Ability to organize
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
- Ability to evaluate/interpret information and make independent judgments/decisions

Apply here:

https://recruiting.myapps.paychex.com/appone/MainInfoReq.asp?R_ID=5793188.

Submit a cover letter and resume. Incomplete submissions will not be considered. Screening will begin immediately and will continue until the position is filled. No phone calls or emails please.

About the Black AIDS Institute

The Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute's mission is to stop the AIDS epidemic in Black communities by engaging and mobilizing Black institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy mobilization from a uniquely and unapologetically Black point of view.

Our motto describes a commitment to self-preservation: “OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.”

The Black AIDS Institute is an Equal Opportunity Employer. For more information about the Black AIDS Institute visit www.blackaids.org.