

POSITION DESCRIPTION

HIV Service Director



The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic HIV Service Director for the Mississippi Ryan White Technical Support program. **Reporting directly to the Mississippi Department of Health (MSDH) Director of Communicable Disease, the HIV Service Director collaborates with the Fiscal Operations Director and provides strategic leadership support to the Director of Sexual Health Promotion by serving as a direct supervisory liaison over the Ryan White, prevention, and Ending the HIV Epidemic programs. This position is not available for telework and requires full-time in-office work at a MSDH facility.**

JOB SUMMARY

The HIV Service Director provides comprehensive leadership and strategic oversight for the statewide HIV Elimination and Care Program in Mississippi. This role is responsible for developing and implementing program strategies in close collaboration with state and local public health staff, the Mississippi State Department of Health (MSDH) leadership, and other public health programs. This role involves fiscal and administrative management, guiding subordinate managers and staff, and ensuring the program's compliance with HIPAA, CDC, HRSA, and federal/state regulations. The HIV Service Director oversees the work of external/internal partners to coordinate efforts in Ending the HIV Epidemic (EHE). This role is responsible for overseeing day-to-day monitoring of HIV prevention and patient care services across nine districts, collaborating with agencies to integrate systems, and managing a substantial budget for services. This role seeks funding opportunities, oversees grant management, ensures deliverables are met, and ensures timely reporting to federal agencies. The Director assesses training needs, oversees performance evaluations, enforces personnel policies, and makes hiring decisions in consultation with Human Resources. Additionally, this position represents the program by delivering speeches and lectures to professional and community groups and traveling as needed.

Salary Range (Dependent on Experience and Education): \$85k - \$90k

DUTIES

Leadership: 25%

- Collaborates in implementing the overall mission, vision, direction, strategies, budget priorities, and operational plans for system-wide HIV care integration
- Leads activities that will improve engagement and retention in care for PLWHA
- Deploys all HIV-focused clinical and administrative staff to ensure timely and reliable access to primary and specialty care for patients within their communities
- Collaborates with healthcare providers, public health entities, and relevant community-based organizations as appropriate in the region in accordance with population health strategies toward a common goal of Ending the HIV Epidemic
- Achieves and assures standards of care required for patient-centered medical home certification for PLWHA and at-risk populations across the health system
- Effectively communicates to key clinical and operational staff as well as external audiences
- Develops and maintains effective working relationships with internal and external stakeholders
- Promotes teamwork and cooperation needed for success in these objectives
- Attends required local, state and district meetings, provides insight and input to solve problems and create innovative solutions to ensure program compliance
- Evaluates and approves budgetary requests for services provided by vendors, contract agencies or other sources

Administration: 25%

- Monitors and evaluates ongoing operations and develops strategies to maintain sound operations
- Oversees development and enforcement of policies and procedures that will improve patient care, increase revenues, increase efficiencies, and increase departmental effectiveness

- Assures compliance with the Joint Commission, MSDH, and other regulatory standards
- Works within system and with external funding agencies to optimize extramural funding for programmatic services
- Oversees integration of values and visions of quality assurance into the operations for process improvement to achieve high reliability, maintain a culture of safety, and ensure positive patient experience
- Works with the Mississippi HIV Planning Council to maintain a positive community reputation for system services and to identify areas for support of programs and services
- Performs other duties as assigned by an appropriate administrator or their representative

Clinical Practice Management: 25%

- Supervises and assists clinical department heads to ensure that clinical and administrative practices support and are compliant with extramural regulatory policies and requirements
- Guides practice to align with System's strategic initiatives
- Ensures adequate availability and patient access to specialty medical, dental, and ancillary services across the system
- Assures culturally competent service that contributes to a positive patient experience

Resource Utilization: 25%

- Oversees planning and preparation of the annual budget, which aligns with the goals and objectives of the System's strategic plan
- Manages HIV services operating and capital budget, monitoring personnel and general expenses, achieving volume projects and revenue targets, and responding to vacancies
- Oversees the development and monitoring of practice productivity and quality standards for clinical services
- Oversees preparation of extramural grant applications and grant renewals
- Responsible for grants execution and ongoing monitoring to achieve objectives
- Oversees development and utilization of grant program budgets to ensure effective use and application of all fiscal resources for quality patient care and service
- Works closely with system Ambulatory leadership to ensure necessary resources for patient care
- Achieves patient care and financial goals for system-wide HIV care

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Qualifications:

- Master's Degree or higher in Business, Hospital, Health System, Public Administration, Public Health, or a related field
- Minimum of ten (10) years of operations experience within the healthcare industry
- Five (5) years of progressive supervisory or managerial experience
- Minimum of five (5) years of work experience in addressing the needs of persons living with HIV/AIDS

Preferred Qualifications:

- Experience with relevant outpatient health care regulatory agencies (e.g., Joint Commission, Centers for Disease Control and Prevention (CDC), Mississippi State Department of Health (MSDH))
- Experience with significant fundraising activities, donor-restricted funds, and quasi-endowments is also preferred
- Prior experience developing, implementing, and evaluating HIV/AIDS programs
- Experience with Ryan White Part B Program
- Experience working in large health systems, safety net systems, or academic medical center
- Demonstrated leadership, motivation, and inspirational qualities

What you'll need to be Successful:

- A strong track record in strategic planning, operations improvement, and financial management
- Ability to execute the strategy in a reasonable timeline, developing the policies and procedures required, and obtaining the necessary IT systems to support the operations and strategy
- Effective communication skills with employees, physicians, unions, management, government officials, donors, the media, and the public

- Effective interpersonal and negotiating skills to gain understanding, approval and support at all levels for his/her initiatives
- Experience working in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQ+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work

BENEFITS

MSPHI has comprehensive health and retirement benefits for employees, and personal and medical leave accrual.

- Medical:
 - Provider: BlueCross & BlueShield of MS
 - Waiting Period: Date of Hire
 - Cost: \$80 for employee ONLY
- Dental Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Employer pays 50% of the employee ONLY cost
- Vision Insurance:
 - Provider: Guardian
 - Waiting Period: Date of Hire
 - Premiums are voluntary selections
- Life Insurance:
 - Provider: Bluebonnet Life Insurance Co.
 - Face Amount: \$20,000
 - Employer pays 100% of the employee ONLY cost
- Long Term Disability:
 - Provider: CIGNA
 - Waiting Period: Date of Hire
 - Employer pays 100% of the employee ONLY cost
- PTO:
 - Sick and vacation are combined

Additional Perks:

- Professional Development
- Volunteer Opportunities

How to Apply

Interested individuals should submit a cover letter, and resume with references through the following link.

<https://fs21.formsite.com/G6zWk0/kazagajvlz/index>

No telephone calls or walk-in, please.

Application closing date: Friday, October 4, 2024, by 5:00pm

MSPHI is an equal-opportunity employer and makes employment decisions based on merit. MSPHI's policy prohibits unlawful discrimination based on race, color, religion or religious creed, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender, gender identity, gender expression, age, marital status, status as a protected veteran, physical or mental disability, medical condition, genetic information, or characteristics (or those of a family member), or any other consideration made unlawful by applicable federal, state, or local laws. It also prohibits discrimination based on the perception that anyone has any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful. MSPHI is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all people involved in the operations of MSPHI and prohibits unlawful discrimination by any employee of MSPHI.