

POSITION DESCRIPTION

Program Services Manager



The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Program Services Manager for the Mississippi Ryan White Technical Support program. **Reporting directly to the Part B Director, the Program Services Manager oversees the roles and activities of Crossroads Dental and Case Management pertaining to the Ryan White Part B Program. This position is not available for telework and requires full-time in-office work at a MSDH facility.**

JOB SUMMARY

Oversees the overall program operation of the Ryan White Program and supervises staff responsible for clinical care including the Crossroads Dental and medical case management programs. Serving as a supervisory liaison for the Part B Director, the Program Services Manager will provide leadership support for all clinical programs of the Part B program. The goal of the case management unit is to provide statewide coordination of social work/case management services to allow access to a comprehensive continuum of high-quality, community-based care for low-income individuals living with HIV. The goal of the Crossroads Dental clinic is to provide quality oral health care for persons living with HIV. This position is responsible for supporting the management of all day-to-day operations of the Ryan White Parts B clinical programs.

Salary Range (Dependent on Experience and Education): \$60k

DUTIES

Program Management: 50%

- Work with the Part B Director to provide all aspects of program development and administration including;
 - Program visioning, planning, and evaluation
 - Problem/issue identification, analysis, research, and resolution
 - Budget development and monitoring
 - Policy development and revision
 - Contract/grant negotiations and relationships
 - Organized program record-keeping
- Participate in and supports the implementation of quality improvement projects designed to improve care or access, such as review or development of policies, procedures, protocols, educational training sessions, order sets, clinical guidelines, or disease management pathways
- Evaluate the MSDH Ryan White clinical programs for compliance with state and/or federal guidelines and reporting timely and accurate results/metrics
- Grant writing and managing federal, state, and local funds in support of the Ryan White HIV Program
- Build capacity among Ryan White Part B clinical leadership
- Participate in community-based speaking opportunities to spread the mission of the Ryan White Program
- Assists clinical leadership in developing mechanisms to increase patient access to care and medication, prior authorization, sustainable medication coverage, scheduling of follow up-appointments and access to medications as necessary
- Monitor expenditures to ensure conformity to budget category allowances and identifies potential cost over expenditures
- Create and update (annually and as needed) vendor agreements, obtaining bids when required per MSDH Procurement Manual
- Evaluate and approve budgetary requests for services provided by vendors, contract agencies or other sources

Reporting: 25%

- Develop reports and programmatic evaluation for the department in coordination with Director of Ryan White Part B for timely submission to HRSA
- Coordinate the timely submission of Ryan White Part B programmatic and quarterly reports

- Report budget issues as needed at clinical and non-clinical meetings

Administrative: 25%

- Recruit, hire, train, supervise, continually evaluates performance of, and executes the disciplinary process as indicated for all indirect and direct staff
- Disseminates all acquired educational information (training, conference calls etc.) to the rest of the HIV team via emails, lectures, in writing and/or discussions at staff meetings

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Qualification:

- Bachelor’s degree in public health, social work, nursing, sociology, psychology, health administration, or counseling
- Five (5) years’ experience in Public Health working with low-income and diverse cultural groups
- Extensive knowledge of public health issues
- Strong aptitude for systems and policies
- Demonstrates leadership skills through effective interpersonal skills, verbal/non-verbal communication, and active participation in departmental or organizational committees/workgroups
- Two (2) years clinical practice and/or social work management

Preferred Qualification:

- Master’s degree in public health, healthcare administration, social work or related social science
- Two (2) to five (5) years’ experience in managing a major project and grant
- Two (2) to five (5) years of formal supervisory experience
- Experience in resource development, contract management, grant writing, and policy development and implementation
- Experience working with HIV+ population

What you'll need to be Successful:

- Strong analytical skills and attention to detail
- Strong organizational skills with the ability to manage multiple/complex data project
- Ability to work independently and function as a team player,
- Ability to prioritize and meet deadlines
- Excellent communication (i.e., verbal, written), and time management skills
- 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.