

POSITION DESCRIPTION

Subrecipient Services Manager



The Mississippi Public Health Institute (MSPHI), a statewide not-for-profit corporation, is seeking a dynamic Subrecipient Service Manager for the Mississippi Ryan White Technical Support program. **Reporting directly to the Part B Director, the Subrecipients Service**

Manager Supervisor oversees two (2) Project Officers, an EHE Coordinator, and Health

Planning Specialties in relation to Ryan White Part B activities. This position is not available for telework and requires full-time in-office work at a MSDH facility.

JOB SUMMARY

The Subrecipient Services Manager is responsible for overseeing the administration and monitoring of sub-recipients per Health Resources Administration, HIV/AIDS Bureau (HRSA/HAB) guidelines. The Subrecipient Services Manager leads a team of program specialists in overseeing and monitoring all funded subrecipient program operations in delivering services to eligible program clients. This role ensures effective oversight of funded sub-recipients, data collection/analysis, implementation of quality management activities to assure the quality and effectiveness of RW-funded services, implementation of effective grants management policies and procedures to ensure the timely reimbursement of sub-recipients, ensuring compliance with all applicable federal, state and local laws, rules and regulations.

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

DUTIES

Subrecipient Contract Oversight: 45%

- Serve as the primary point of programmatic implementation contact for all funded subrecipients
- Supervises a team of Project Officers who implements comprehensive fiscal and programmatic monitoring protocols as applicable, including annual fiscal and programmatic site visits
- Develops and maintains Service Category Definition templates for all funded services and converts to Scope of Service contract language
- Identifies technical assistance needs of subrecipients and develops plans for addressing identified needs
- Supervises staff in establishing goals for all programs and documenting progress towards those goals including reporting
- Administrates corrective action plans when subrecipients have been found to be unsuccessful at implementing programmatic or administrative requirements
- Makes recommendations for future subrecipient funding based upon current performance
- Ensures all contract data, including budget forms are received from sub-recipients
- Monitors Subrecipient spending patterns to ensure funds are expended in a timely manner
- Maintains up to date Service Category Definition templates for all funded services and ensures updated language is included in the contract Scope of Service
- Ensures implementation of Ryan White grant Quality Assurance activities with Subrecipient agencies to ensure compliance with programmatic requirements
- Manages the Ryan White and HIV Prevention program through provision of programmatic direction in alignment with grant project abstract and plan approved by HRSA

Compliance and Reporting: 35%

- Develops policies and procedures to ensure accurate and accountable grants management processes
- Assess sub-recipient reporting needs and collaborates with data staff and others to develop data system reports or other processes that support Grants Management efforts
- Ensures all annual HRSA required Ryan White Data Reports (RDR) and Ryan White Services Reports (RSR) are submitted by subcontractors
- Ensures submission of Conditions of Awards (COA) is within HRSA deadline

- Updates and maintains Grants Management Policies and Procedures Manual as necessary

Training, Technical Assistance, and Coordination: 20%

- Prepares Technical Assistance Reference Manual for annual distribution to Sub-recipients
- Coordinates annual Grants Management and Quality Management
- Coordinates annual sub-recipient Technical Assistance (TA) meeting, and other provider meetings
- Coordinate submission of sub-recipient independent audit report

EDUCATION AND EXPERIENCE REQUIREMENTS

Minimum Requirement:

- Bachelor's degree or higher from an accredited college/university in Business Administration, Accounting, Health Care Administration, Public Health, Social Work or a closely related field
- A minimum of three (3) years of professional experience in managing annual budgets and/or Subrecipient or the oversight and fiscal management of federal- or state-funded healthcare activities in a public or non-profit setting
- Experience preparing financial and program reports, developing Subrecipient contract budgets and objectives, and ensuring fiscal compliance with federal, state, and local laws, rules and regulations
- Experience in program development, data analysis and performance management
- Must have intermediate knowledge of Microsoft Word, Excel, Outlook and Access software applications
- Knowledge of the HRSA Electronic Handbook (EHB)

Preferred Requirement:

- Master's degree or higher in Public Health, Health Care Administration, Public Administration, or related field
- Experience with HIV/AIDS-related programs
- Ability to deal effectively with diverse service providers and service recipient groups

What you'll need to be Successful:

- Must be competent in the use of the Internet and email to conduct normal and ad-hoc business operations.
- Strong organizational, project management and problem-solving skills with impeccable multi-tasking abilities.
- Ability to be flexible to the changing needs of the RWP and to handle obstacles with compassion and resolve.
- Supervisory and managerial experience
- Strong analytical skills and attention to detail
- 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.