



ASIAN & PACIFIC ISLANDER WELLNESS CENTER

Program Supervisor – FTR032017

Agency Description

Asian & Pacific Islander Wellness Center is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness, and equality. We strengthen the well-being of and lead under-served communities---of all races, ethnicities, gender identities, sexual orientation, and immigration statuses---towards justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco's Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

We believe that everyone deserve to be healthy and needs access to the highest quality health care.

Position Description:

The Program Supervisor will coordinate the implementation, development, management and monitoring of the PrEP Programs with in the wide scope of HIV prevention and HIV testing programs, and related activities for the agency in regards to the implementation of public health strategies and biomedical interventions targeting Asian & Pacific Islander Men who have sex with Men and transgender individuals and others at risk for HIV/AIDS, substance use, behavioral health issues, marginally housed/homeless, and those who experience multiple barriers to access primary medical care and other health and social services.

Program Planning and Implementation

- Coordinate the implementation, development, management and monitoring of the PrEP Programs within the wide scope of HIV prevention and HIV testing programs and Wellness Clinic at the agency.
- Supervise and oversee staff that support the implementation and monitoring of PrEP Programming within the scope of HIV Prevention and the Wellness Clinic of the agency.
- Coordinate project implementation of a multi- portfolio of PrEP contract from various funding resources that collaboratively with a multi-disciplinary team of intervention program specialists utilizing innovative and dynamic approaches—with mediums that span from traditional behavioral interventions to social marketing and media strategies
- Collaborate with other department supervisors as a team, provide daily project administrative contact with funders such SFDPH, Gilead and subcontracted interventions.
- Work in part of a leadership team in contract year based strategic planning and design of a comprehensive service-integration model to address HIV, Hepatitis, and Substance Abuse health disparities among men who have sex with men, transgender people and people who are at high risk for HIV and qualify for PrEP in the San Francisco Bay Area.

Program Monitoring and Evaluation

- Collaborate closely with Supervisors of the Behavioral Health & Community Programs in developing multi-contract process evaluation outcomes with extensive attention to detail.
- Collaborate closely with a management team, internal and external Evaluators, and the Associate Director of Behavioral Health & Community Programs in analysis of multi-contract outcome evaluation plans.
- Collaborate in a team in the development of outcome evaluation reports, presentations, and engage in opportunities for external presentations, manuscript, and abstract development.
- Ensure the timeliness and quality of all required program documentation.
- Ensure that all reports are maintained in accordance to standards as dictated by funding agency and deadlines.

Community Building and Advocacy

- Represent the agency and the community, and assume leadership in external collaborations

- Promote program and agency services in collaboration with community constituents and stakeholders
- Participate and present the work of the department at local and national conferences, meetings, and coordinating bodies in order to; stay abreast of the developments in the sector, expand networks, and give visibility to the organization's work in San Francisco and the larger region.
- Develop collaborative relationships with allied social services agencies, to ensure and support client linkage and improved access to services.
- Duties as assigned.

Minimum Qualifications:

- Bachelor's Degree in a health or social services related field. Combination of experience and education will be considered
- At least 3 years of experience in multi-level implementation of evidence based interventions.
- At least 2 years of experience in curriculum development and teaching in community based settings
- Extensive knowledge and experience with HIV/AIDS, substance use, mental health issues, among transgender communities.
- Demonstrated experience in social service navigation, linkage/engagement in HIV medical care services, clinical service integration models
- Extensive experience in developing program monitoring reports, contracts management, with strong attention to detail
- Strong and demonstrated experience in public speaking, communication, and writing skills
- CA State Certified HIV Testing Counselor
- Comfortable discussing issues of sex, HIV/AIDS, as well as sexual, gender, and ethnic identities with youth and adult men in various stages of development
- Strong written and verbal communication skills
- Strong attention to detail and demonstration of follow through and reliability
- Ability to work with a multi-disciplinary team

Preferred Qualifications:

- Bachelor's Degree in a health or social services related field. Combination of experience and education will be considered
- Experience with CDC Evidence Based Interventions, especially SNS for CTR and POL.
- Experience with PC software: MS Office, FileMaker Pro, Access, etc.
- Reliable means of transportation.

Location:

- San Francisco

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15563721>

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records