



## **Job Description – Prevention Program Manager**

**Reports To:** Prevention Director  
**FLSA Status:** Non-Exempt

### **SUMMARY**

Plans, organizes, directs, and coordinates the delivery of health education and outreach services. Assists in the development and implementation of related policies and procedures. Monitors and evaluated prevention programs. Directs Prevention Department staff. Primary interface with Grantors for reporting, compliance, and issue resolution.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

1. Supervise all aspects of HIV/STI prevention activities and ensure contractual requirements are met.
2. Participate in staff interviewing, hiring, coaching, reviewing, and development activities.
3. Present current and accurate HIV-related educational information including definition, identification, statistics, transmission, prevention, management, treatment, resources and testing.
4. Review and ensure all prevention service processes and procedures are compliant and provide direct one-on-one and group training to ensure compliance.
5. Participate in continuing education on HIV/STI, health education, and HIV Counseling, Testing and Referrals.
6. Identify service gaps in the agency and community and make recommendations on how to fill those gaps. Research and assist with identifying new funding opportunities.
7. Network with other HIV service organization and local social service agencies to enhance, facilitate, and expand services to clients. Act as a liaison between the agency and other prevention outreach agencies or entities include the Central Florida HIV Planning Council and Grantors. Establish and maintain professional relationships with community resource providers and the community-at-large.
8. Communicate observations or concerns to Prevention Director and document accordingly.
9. Participate in presentations and outreach activities as an instructor or advocate.
10. Train staff, volunteers, and community representatives on current and accurate information about HIV/STIS including definitions identification, statistics, transmission, prevention, management, treatment, resources, and testing.
11. Develop educational materials and curricula for agency use and coordinate with Programs and Development Directors to ensure consistent messaging across the organization.
12. Provide monthly, quarterly, and annual reports, as directed, to the Prevention Director, Board of Directors, and Grantors.
13. Communication observations and/or concerns to the Prevention Director and document accordingly.
14. Participate in management team and quality management committee meetings as directed.

15. Participate and support the 340B program initiative through targeted testing, opportunity identification, program support and assistance with physician integration.
16. Liaison with Community Development Department to coordinate messaging, marketing materials and support for the Prevention Team.
17. Complete administrative duties in the performance of contract objectives to include staffing, training, record keeping, coordination, program performance evaluation, and outcome documentation.
18. Be a Hope & Help ambassador by promoting our services, staff capabilities, and overall capabilities internally and externally. Actively promote the agency throughout the community.

## **OTHER RESPONSIBILITIES**

Performs other work-related duties and special projects as assigned.

## **SUPERVISORY RESPONSIBILITIES**

This job supervises a staff of 8-10 people.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **KNOWLEDGE AND SKILL OF:**

- ☐ Modern office practices, procedures, and equipment
- ☐ HIPAA laws and confidentiality requirements
- ☐ Excel, Word, and basic computer operations
- ☐ HIV/STI transmission, prevention, and disease process.
- ☐ HIV/STI prevention strategies
- ☐ Substance Abuse, HIV/STI, TB and Hepatitis as they relate to prevention and medical adherence among special populations
- ☐ Resources in the business community

## **ABILITY TO:**

- ☐ Communicate effectively both orally and in writing with a diverse population varying in age, physical/mental health, lifestyle, and cultural/ethnic backgrounds
- ☐ Meet time schedules, deadlines, and plan and organize work
- ☐ Work confidently with discretion and independently with little direction
- ☐ Work cooperatively with others using tact, patience, and courtesy
- ☐ Maintain current knowledge of technological advances in the field
- ☐ Work with confidential data with discretion
- ☐ Be sensitive to issues involved in working in a multi-cultural, community-based organization

- ☐ Work with and serve clients effectively from diverse backgrounds and (multi-racial, cultural and economic backgrounds)
- ☐ Provide positive feedback, empathy, encouragement and guidance to program participants
- ☐ Display productive leadership behavior and encourage a learning environment for staff and participants
- ☐ Communicate effectively with staff, program participants, service providers and community members
- ☐ Recognize and adhere to professional boundaries.
- ☐ Inspire and motivate participants to positive outcomes through positive role modeling.
- ☐ Establish and maintain effective working relationships and with business community
- ☐ Conduct individual and group education presentation on topics related to HIV & STDs, safer sex practices, and HIV prevention education
- ☐ Organize events

## **EDUCATION AND/OR EXPERIENCE**

Master's Degree in Public Health, Public Administration, Social Work, or other Health Sciences from an accredited college or university and two (2) year of HIV or health education experience and two (2) years of supervisory experience.

## **CERTIFICATES, LICENSES, AND/OR REGISTRATIONS**

Valid Florida Driver's License required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear and to use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.