

Hope Center Director

Job Description

Job Code: HCM013, Mgr 3, Health Care

Pay Grade: O

Salary Range: \$75,000 – \$90,000

The North Central Health District (NCHD) seeks a seasoned, enthusiastic and innovative leader for the Hope Center, a Ryan White Part B and Part C funded clinic charged with providing medical care and case management services to individuals living with HIV/AIDS. The NCHD supports a holistic approach to meet the physical, mental, and social needs of HIV/AIDS patients. In order to advance this integrated approach, the district invites health care professionals with excellent managerial and grant-writing skills to apply for the position of Hope Center Director. The Hope Center currently serves approximately 1,000 patients from 13 counties in Central Georgia with a combined population of more than half a million people. Our ambitious goal is to end HIV in Central Georgia through prevention activities, linkage-to-care, retention-in-care, excellent medical care, and strong case management.

Job Responsibilities:

- Collaborates with the District Health Director, district leadership, and staff to achieve the objectives of the Ryan White program (Part B and Part C).
- Coordinates all administrative aspects of the Ryan White grants including preparation and submission of all related grant applications and statistical, financial, and activity reports.
- Oversees the overall operation of the clinic and supervises the lead staff responsible for clinical care, business administration, mental health care and case management and technology collaborating with the District Health Director and district leadership.
- Leads strategic planning for the Hope Center ensuring that activities and decisions are data-driven.
- Participates in the development of the Hope Center budget. Seeks and develops grants and other fund sources to support the operation and growth of the Hope Center.
- Serves as the lead point of contact for state and federal audits (programmatic and/or financial).
- Coordinates Hope Center's participation in the 340B Drug Pricing Program.
- Coordinates with physicians; manages physician contracts with Mercer University.
- Coordinates contract agreements with healthcare providers to provide services for HIV/AIDS patients not offered onsite.
- Oversees expansion of services including telemedicine services.
- In coordination with NCHD Human Resources, oversees all staff recruitment, selection, orientation, ongoing training, and disciplinary actions.

- Creates, manages, and maintains staffing schedules to ensure adequate coverage of the Hope Center during hours of operation.
- Works with the Case Management team leader to identify unmet needs that may impact adherence (homelessness, substance abuse, psychiatric illness, lack of or inadequate health care benefits, etc.) and assist team with prioritizing those needs.
- Works with the consumer group to ensure the clinic is responsive to patient needs and provides excellent customer service.
- Leads the Hope Center quality improvement (QI) activities and quality assurance (QA) activities including chairing the quarterly CQI meetings.
- Represents the Hope Center at local, state, and federal required meetings and conferences and serves as the liaison between the Hope Center and the state and federal project officers.
- Develops and maintains collaborations with other AIDS service organizations and medical institutions.
- In coordination with district leadership, serves as primary spokesperson responsible for the public image of the program. Coordinates outreach and marketing for the Hope Center.
- Serves as point of contact for clinical trials at the Hope Center. Coordinates with researchers conducting the clinical trials and ensures that the Department of Public Health Institutional Review Board (IRB) process is followed.

Minimum Qualifications:

Doctorate degree in a related field from an accredited college or university AND Three years of management/supervisory experience in health care services OR Master's degree in a related field from an accredited college or university AND Four years of management/supervisory experience in health care services OR Bachelor's degree in a related field from an accredited college or university AND Five years of management/supervisory experience in health care services OR Two years of experience at the lower level Mgr 3, Hlth Care (HCM012) or position equivalent.

Preferred Qualifications:

Experience working with HIV+ populations is highly preferred. Experience working within a healthcare setting, particularly in designing and implementing clinical programs is preferred.