

Position: Program Manager

Reports to: Director of HIV/AIDS Program

FLSA Status: Exempt

Full or Part-time: Full - time

Summary

The Program Manager of HIV/AIDS Program manages a functional team of emergency services/intake or housing.

Primary Responsibilities

- Work as directed to support HOPE Atlanta's mission and programs
- Manages and supervises a staff team including but not limited to: selection, evaluation, training, caseload, etc.
- Ensures their team adheres to Federal, State, local laws, grant and agency requirements
- Ensures full implementation of all agency policies
- Ensures services are performed properly and are compliant with regulations and grant requirements
- Ensures all team data is properly entered into HMIS and any other required tracking systems
- Ensures team accountability and assists in developing reports for funders and executive staff
- Works directly with housing providers to serve the client
- Represents the program and the agency in internal and external liaison activities
- Develops and maintains relationships with collaborative organizations and other behavioral health providers, etc.
- Provides secondary on-site guidance and program training to the student interns placed in HIV/AIDS Program as delegated and monitored by the Field Supervisor.

Additional Responsibilities

- Participates in county, state and federal planning as required
- Conducts inspections, audits and surveys as assigned
- Assists in fund raising opportunities and participates in agency donor and community events

Knowledge, Skills and Abilities

- Knowledge and experience of case management
- Knowledge and experience working with people with mental illness, addiction & PTSD
- Strong organization, mathematical, critical thinking, problem solving, communication and creative skills
- High aptitude for learning and ability to work with technology and people
- Ability to promote an proficient workplace environment
- Proficient in MS Office Suite, ClientTrack, and database systems, etc.
- Flexible and ability to multi-task
- Ability to delegate and manage well in a team environment
- Excellent verbal, written and communication skills

Education, Experience, and Licensure

- Bachelor's degree with a major in social work, psychology, human services, or related field
- Graduate degree in social work or related field strongly preferred
- Two to three years' experience in managing people
- Five-years' experience of case management working with people with HIV and AIDS
- Valid driver's license and a vehicle