

## PROGRAM ADMINISTRATOR (STD-HIV)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this title is responsible for County compliance with the New York State Department of Health (NYSDOH) mandated STD-HIV Surveillance (Reporting, Case Management & Investigation) and Partner Services standards and requirements. The incumbent coordinates program components and applies complex state regulations in the development of program procedures and operations and provides national or state expert standardized guidelines to physicians, clinics and other health care providers regarding the reporting, investigation, and recommended management and treatment of sexually transmitted diseases and HIV. Duties will include planning, supervising, implementing and evaluating STD and HIV Reporting, Investigation, and Partner Services Program operations to ensure the adherence to mandated federal and NYS standards and requirements. Duties also include preparing a variety of proposals and reports concerning the procedures and results of investigations and serving as one of the initial point of contact for the routing and closure of reportable cases to assigned staff. This level differs from Program Specialist in the greater scope and complexity of the program responsibilities administered. Supervision is exercised over technical and clerical staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and administers the overall operational activities of the HIV & STD Surveillance (Reporting, Case Management & Investigation) and Partner Services Program;

Interprets, implements and ensures adherence and compliance with federal and state program standards, laws and regulations;

Provides supervisory guidance to staff to ensure the collection and reporting of NYSDOH mandated information within state mandated time frames on all reported STD and HIV cases in the County;

Ensures the investigation of all reportable STD and HIV cases and implements appropriate measures to prevent the spread of HIV and STD within federal and state mandated timeframes;

Develops program policy and procedures within Health Department guidelines, and recommends changes in program organization, methods and procedures, as required;

Provides supervisory guidance to staff to ensure the correct interpretation of laboratory results for surveillance purposes e.g. to determine appropriate case management, level and techniques of investigation and reporting as required by state and federal regulations;

Ensures that investigations are conducted in a thorough manner utilizing a wide variety of techniques and tools (e.g. social media, Lexis/Nexis databases; 'shoe leather', etc.) to effectively locate, interview, inform, and persuade at-risk individuals to pursue appropriate medical treatment and personal practices;

Establishes, implements and monitors Quality Improvement/Quality Assurance activities to ensure performance standards are met;

EXAMPLES OF WORK: (Cont'd)

Ensures that treatment is in accordance with CDC guidelines;

Prepares and submits mandated grant reports quarterly and/or annually, which include the interpretation of technical performance indicators specific to STD and HIV;

Prepares program proposals such as grant applications for continued program funding or to seek new, additional funding for the department, which require technical knowledge and expertise of HIV and STD surveillance, investigations and outcome measures;

Establishes and maintains relationships with medical providers, and community organizations along with local, state and federal agencies to promote the efficacy of program goals;

Initiates and develops the active participation and cooperation of professional groups, governmental bodies, volunteer agencies, citizen's groups, educational institutions, etc. in the development of the program;

Represents the program at conferences, community meetings, seminars, etc;

Participates in and successfully completes federal, NYS and local HIV/STD training (e.g. CDD Passport to Partner Services) in support of the program;

Supervises and develops program staff, both professional and clerical, to meet program goals and objectives; plans, organizes and directs staff development training programs;

Prepares and analyzes statistical and annual budget and other fiscal and reports, as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of public health principles, practices and administration as they relate to STD/HIV control and investigation; thorough knowledge of interviewing techniques; good knowledge of the laws, rules and regulations applicable to communicable disease investigation and control; knowledge of currently recommended STD & HIV treatment protocols and prevention practices; ability to understand and interpret complex written regulations; ability to plan and supervise the work of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; excellent interpersonal and communication skills; good judgment; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's degree\* and four years of professional experience where a primary function of the position was in the development and/or administration\*\* of STD or HIV related programs, two years of which must have been at a supervisory level.

\*\*NOTE: Administration of a program involves functions such as planning, resource allocation, program evaluation and the development of procedures. Experience in positions such as social worker, sanitarian or therapist where the primary function is the delivery of services, will not be accepted as qualifying experience.

SUBSTITUTION: A Master's Degree\* in Nursing, Sociology, Social Work, Public Health, Public Administration or closely related field may be substituted for experience at the rate of 30 credits per year. There is no substitute for the two years of supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENTS: While in the title, must possess and maintain a valid driver's license to operate a motor vehicle in the State of New York.