

PROGRAM COORDINATOR (AIDS PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Second Deputy Commissioner of Health, an incumbent of this class is responsible for planning, developing, administering and coordinating all activities and services of the Ryan White Program and its subcontracting and oversight agencies or of the Aids Care Center at Westchester Medical Center. Responsibility also involves monitoring compliance with regulations through quality assurance, program evaluation and audits; and establishing and maintaining extensive contacts with federal, state and local officials. Supervision is exercised over professional, technical, computer support and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates, implements and monitors all health, social service and support services for persons affected or infected with HIV/AIDS and activities of the tri-county's Ryan White Program or the Aids Care Center at WMC;

Coordinates the submission of requests for Title I funding or other grant proposals;

Monitors all contracts and subcontracting agencies to ensure compliance with regulations, quality assurance standards and established guidelines;

Develops, maintains and analyzes data to monitor and evaluate contract performance and to assist in the development of solutions to program problems;

Oversees regional planning or program planning to improve the quality, availability and organization of health care and support services for individuals with HIV/AIDS and their families;

Participates in the development of the department's short and long-term plans and coordinates planning activities with federal, state and local agencies;

Serves on various Federal, local and State committees for the purpose of securing information pertaining to HIV service needs and service delivery;

Establishes and maintains working relationships with official and voluntary agencies and community based organizations to promote the development and implementation of comprehensive HIV/AIDS services;

Oversees the development and implementation of quality improvement activities;

Keeps abreast of developments in the areas of prevention and treatment of HIV/AIDS;

Addresses community groups as required;

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

EXAMPLES OF WORK: (Cont'd)

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

May perform other incidental tasks, as needed;

When assigned to the Health Department:

Makes recommendations to the Title I Steering Committee regarding the allocation of funding in the tri-county region;

Develops and implements HIV/AIDS service delivery contracts in the areas of primary health care, mental health, social services provisions, legal advocacy, transportation, and substance abuse services;

Develops new contractual programs in cooperation with agency executives to support the planning and program development decisions of the department;

Acts as a liaison to the tri-county Ryan White Network to consult and assist with the planning and coordination of regional responses to the needs of persons with HIV/AIDS;

Analyzes population data to identify unmet needs and service priorities;

Establishes and maintains contact with Federal, State and local government officials for the purpose of establishing intergovernmental agreements;

When assigned to WMC:

Develops goals and objectives for the Center and for individual grant funded programs and monitors patient targets to ensure compliance with grant and program goals;

Monitors services provided by the Center and prepares reports following the format or guidelines required by regulatory agencies or hospital administration, including grant applications, monthly and quarterly grant narratives, annual reports, etc.

Implements effective case management procedures, including the coordination of services to inpatients and outpatients, as well as those involving other hospital divisions, medical college staff, and community agencies;

Maintains liaison with appropriate regulatory agencies to ensure compliance and implementation of all regulations affecting patient services delivered by the AIDS Care Center;

Prepares annual budget for AIDS Care Center to ensure adequate funding for needed staff and equipment and to ensure cost effective operations;

EXAMPLES OF WORK: (Cont'd)

Investigates advisability, in terms of cost effectiveness, of utilizing private services in lieu of hospital operated ones, and participates in the preparation and monitoring of contractual and grant services;

Develops and implements hospital-wide HIV/AIDS policies and procedures and maintains policy and procedure manual for the Center;

Develops programmatic brochures specific to the different services provided by the Center, i.e. Teen HEAT, Mobile Medical Unit, Counseling and Testing, and the AIDS Care Center brochure as well as program flyers, advertising and marketing information.

REQUIRED KNOWLEDGE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of principles and techniques used in coordinating the delivery of HIV/AIDS related services; good knowledge of the special needs of individuals infected with HIV/AIDS; good knowledge of the community resources available to meet the needs of HIV/AIDS infected individuals; good knowledge of state regulations and federal guidelines governing the provision of HIV/AIDS related services; good knowledge of systems for data collection and analysis; good knowledge of methods of program evaluation; good knowledge of the principles and practices of administration including personnel, budgeting, recordkeeping and data control functions; good knowledge of the techniques used in developing and monitoring budgets and contracts; good knowledge of New York State reporting requirements as they apply to HIV/AIDS; working knowledge of New York State rules and regulations as they apply to reimbursable programs of contract agencies; working knowledge of contract development, procurement and management processes; ability to plan, coordinate, evaluate and direct the work of assigned professional, technical and support staff; ability to establish and maintain effective working relationships with groups and individuals; ability to clearly and concisely express ideas verbally and in writing; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

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

SUBSTITUTION: Possession of a Master's Degree* in Public Health, Public Administration, or related field may be substituted for one year of the above experience, including one year of supervisory experience. One year of supervisory experience is still required.

*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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Group: XIII