

## PROGRAM SPECIALIST (AIDS PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class coordinates activities and services of HIV/AIDS programs including the Ryan White Program and its subcontracting agencies or HIV clinical services and HIV outreach. This class performs administrative tasks and provides technical assistance to ensure that Department goals and objectives are met. This level is distinguished from the Program Coordinator (AIDS Programs) by the lesser degree of complexity of departmental assignments. Supervision may be exercised over assigned support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides supervision of HIV counseling and testing program including scheduling and quality control;

Coordinates HIV outreach activities with community and governmental agencies county-wide;

Assists in administering, coordinating and monitoring numerous HIV/AIDS related services and activities of the department's Ryan White program covering Westchester, Rockland and Putnam Counties;

Assists in monitoring fiscal and programmatic operations of subcontracting agencies to ensure compliance with established program guidelines;

Assists in the preparation of contracts with subcontracting agencies for services in the areas of primary health care, mental health, social services, housing and substance abuse;

Analyzes program data submitted by subcontracting agencies and prepares reports as required;

Assists in the development of program policies and procedures;

Maintains working relationships with members of the Title I Steering committee, staff of the subcontracting agencies, New York City officials, community agencies, district office administrators, etc., to promote delivery of comprehensive services;

Assists in regional planning to improve the quality, availability and organization of health care and support services for persons with HIV/AIDS and their families;

Represents the department by participating in the Ryan White Title I Steering Committee meetings, the Persons With HIV/AIDS Advisory Group, the Lower Hudson Valley HIV Care Network, and other meetings, conferences and committees;

Prepares fiscal reports and documents, 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: (Illustrative Only) (con't)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of HIV/AIDS related services and related laws and regulations; good knowledge of the principles and practices of administration; ability to understand and interpret complex written regulations as they apply to reimbursable agencies; ability to plan, organize and present ideas clearly both orally and in writing; ability to establish and maintain effective working relationships with others; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; an understanding of the need for services for persons with HIV/AIDS; tact; initiative; resourcefulness; integrity; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and either (a) four years of experience where the primary function of the position was in HIV/AIDS programs (pre- or post-degree); or (b) a Master's Degree\* in Public Administration, Public Health, Social Work or related field and three years of the above stated experience (pre- or post-degree); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a), (b) and (c).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 REQUIREMENT: Possession of a valid driver's license to operate a motor vehicle in New York State.

SUBSTITUTION: Verifiable volunteer experience in HIV/AIDS programs may substitute for the above experience.