

Job Title	Ryan White Program Manager
Employer/ Agency	Harris County-Public Health & Environment Services
Job Description	Supervises day to day operations of the Ryan White Grant Administration (RWGA) Section including determining/maintaining staffing levels and competencies necessary to effectively implement the Ryan White program, recruitment of potential candidates, determining assignments and deliverables, and evaluating employee performance and operational effectiveness. Works effectively with other stakeholders including, but not limited to, Texas Department of State Health Services (TDSHS) (the RW Part B grantee) and its local administrative agency (the Resources Group), the City of Houston Department of Health and Human Services Bureau of HIV, STD and Viral Hepatitis Prevention (the local HIV prevention grantee), and other stakeholders to ensure HIV/AIDS services in the Houston area are effectively integrated into local, state and national efforts to address the service needs of Persons Living with HIV/AIDS (PLWHA). Ensures the RWGA, Harris County Public Health & Environmental Services (HCPHES), the Ryan White Planning Council (RWPC), the Chief Elected Official (CEO) and other stakeholders are informed about current and future issues that may impact the Ryan White Program's implementation. Promotes and maintains a positive working relationship with RWPC members, service providers, community members, news media and others to ensure the goals and objective of the Ryan White program are realized and the results of program activities are disseminated. Makes effective presentations regarding Ryan White program related issues to stakeholders. Ensures the RWGA section web pages on the HCHES website are updated with timely information regarding Ryan White program activities and resources.
Qualifications	<p>Master's or higher degree in Public Health, Health Care Administration or Social Sciences with coursework in management and/or public administration OR Master's or high degree in Public Administration or Business Administration with coursework in healthcare service delivery is required.</p> <p>EXPERIENCE/JOB SKILLS: Minimum of two years of documented work experience in the HIV/AIDS field within the previous four (4) years is required. Must have documented experience in effectively managing budgets in excess of \$15,000,000 and in writing and submitting successful funding applications to federal agencies (e.g. HRSA, CDC, SAMHSA). Must have the demonstrated ability to supervise professional staff and to function with demanding timeframes, with at least five (5) years of experience in a management position dealing with the above areas, of which at least two (2) of the five (5) years must be in the public sector. Must have some experience working with elected and appointed officials, government agency department heads and directors, service provider executives, the news media and most importantly, Persons Living with HIV/AIDS. Successful candidate must be able to maintain a professional attitude while dealing with sensitive issues and diverse individuals/populations; be open and accessible to the needs of the community while dealing with critical issues affecting Persons Living with HIV/AIDS in a funding constrained environment. Intermediate or better competency skills in the use of Microsoft Word, Excel, Outlook and Explorer are required. Experience in the use of "client level" health information management systems and ability to effectively use the section's Centralized Patient Care Management System (CPCDMS) to run reports is also required. A valid driver's license and reliable transportation to attend meetings in the Houston Eligible Metropolitan Area is required. Occasional overnight out of county and out of state travel is required.</p>
City, State, Zip	Harris County, TX
Application Method	Apply online http://www.harriscountytexas.gov/hrm/ProfessionalResults.aspx?PageID=5994
Opening Date	Immediately

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