

Job Title	Program Specialist V
Employer/ Agency	Department of State Health Service
Job Description	<p>Program Specialist V Under the general supervision of the Care Services Group Manager, the Services Team Leader performs advanced administrative, consultative, and advisory duties requiring specialized knowledge for the coordination of resources, development, planning and implementation for the delivery of medical and psychosocial support services for HIV infected persons. Coordinates the work of staff responsible for monitoring and providing program oversight and technical assistance to DSHS Ryan White Administrative Agencies (AA's.) Provides consultative and technical services to program staff, governmental agencies, community organizations, and the general public. Contributes to grant applications and progress reports. Develops programmatic guidelines, procedures and policies. Develops methods of evaluating the activities of organizations to ensure adherence to guidelines and standards. Contributes to special projects using a team approach to expand and improve client services. This position interprets federal law and guidelines for program application. Speaks with community and professional groups to coordinate, improve services, and further program goals. Works with limited direction with extensive latitude for the use of initiative and independent judgment.</p>
Qualifications	<p>Knowledge Skills Abilities: Knowledge of local, state and national laws, rules, regulations and policies relevant to HIV services programs. Working knowledge of HIV disease management, diagnosis, epidemiology, transmission and prevention. Knowledge of budgeting process, grant application writing and reviewing, and administrative oversight of grant funded programs. Knowledge of Ryan White Program rules and requirements. Fundamental knowledge of case management and public health principles. Knowledge of the role of clinical service in the prevention of HIV. Skill in communicating with partners, stakeholder groups and in building consensus. Skill in program monitoring and providing feedback. Ability to collect, analyze, and evaluate facts and to provide meaningful feedback both orally and in writing. Ability to work effectively with others and to deal tactfully with professional personnel as well as with the public. Ability to work with local health agencies, community based organizations, and local planning and services coordination groups. Ability to develop and measure achievement of established goals. Ability to identify problems, evaluate alternatives and implement effective solutions. Ability to prepare effective correspondence and reports. Ability to develop policy, procedures, rules and standards. Ability to manage a team of high-level administrative and technical staff that must work independently. Ability to make independent judgments, and provide guidance to section staff. Ability to manage multiple projects and direct the work of others. Experience in developing work systems which support increased productivity, quality improvement, and reduction in re-work. Experience in management, quality assurance and team building. Excellent communication skills necessary to produce effective oral and written communication with a wide range of audiences.</p> <p>Registration or Licensure Requirements: Graduation from an accredited college or university with a bachelor's degree plus</p>

	<p>four (4) years of full-time wage earning in public health or HIV services delivery.</p> <p>Initial Selection Criteria: Graduation from an accredited college or university with a bachelor's degree plus four (4) years of full-time wage earning in public health or HIV services delivery. Knowledge of local, state and national laws, rules, regulations and policies relevant to HIV services programs. Experience with contract compliance and contract monitoring. Experience with grants management. Working knowledge of case management and public health principles. Working knowledge of HIV disease management, diagnosis, epidemiology, transmission and prevention.</p> <p>Additional Information: Requisition ID# 252347 Must be legally authorized to work in the U.S. without sponsorship. In compliance with the Americans with Disabilities Act (ADA), HHS agencies will provide reasonable accommodation during the hiring and selection process for qualified individuals with a disability. If you need assistance completing the on-line application, contact the CAPPS service center at 1-888-894-4747. If you are contacted for an interview and need accommodation to participate in the interview process, please notify the person scheduling the interview.</p>
Salary/Hours	\$3,944.25 - \$5,118.67
City, State, Zip	Austin, TX
Application Method	Apply online at http://www.dshs.state.tx.us/search-jobs.aspx
Opening Date	Immediately

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.