



Fair Haven Community Health Center
374 Grand Avenue
New Haven, Connecticut 06513
(203) 777-7411 · www.fhchc.org

Outstanding healthcare opportunity

We are looking for passionate, caring individuals who are interested improving the health of the Fair Haven community. For over 40 years, FHCHC has been a leader in health care in Connecticut and is focused on providing excellent, affordable primary care to all patients, regardless of insurance status or ability to pay. FHCHC is proud to have a diverse and motivated team of professionals who are constantly seeking ways to enhance and improve the health and well-being of all patients.

Job Description

Job Title: HIV Program Coordinator

Position Type: Full Time

Job Purpose:

Responsible for the administrative oversight of HIV medical and support services ensuring that the program meets Ryan White and other funding requirements. Duties include grants administration and reporting, shared supervision of program staff and collaboration with community agencies to improve services and access to care for HIV affected patients.

Duties and Responsibilities:

Program Development and Grants Management

- Monitors HIV service contracts ensuring that goals, objectives and deliverables are met.
- Has excellent working knowledge of program budget and grant expectations.
- Keeps abreast of legislative changes that impact grant requirements.
- Works closely with HIV Medical Director to develop programmatic policies and procedures and to implement and evaluate effectiveness of policies, procedures and systems.
- Oversees the FHCHC HIV quality improvement program to ensure the HIV Program systematically measures the achievement of program objectives, the impact of the program, and also systematically tracks work plan activities and accomplishments.
- Ensures that services are in compliance with Ryan White and other grant requirements. Participates in monthly calls with HRSA Project Officer.
- Prepares reports for funding agencies.
- Evaluates changing community demographics and trends in clinic usage, services utilization, community needs, etc. and conceptualize new programs to improve HIV service delivery and serve community needs.
- Develops, expands and supports a comprehensive, coordinated system of HIV and infectious disease care which increases access and retention to comprehensive, culturally and linguistically competent, and coordinated primary medical care.
- Assists in the development of new grant proposals to improve the system of care.

Data Management

- Maintains CAREWare database by entering demographic and clinical data for patients actively receiving HIV care at FHCHC.
- Generates CAREWare data reports as needed for HIV clinical program, quality improvement program, and reporting requirements
- Maintains data collection systems for quality improvement projects or other measurable program objectives



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Qualifications and Skills:

Knowledge

- Bachelor's degree required, master's degree preferred.
- Three to five years of demonstrated experience and expertise in program management and/or program development.
- Demonstrated experience in grants management.
- Excellent oral and written communication.
- Creativity, leadership and strong organizational skills.
- Experience with non-profit agencies, preferably agencies involved with caring for HIV infected individuals.
- Strong database experience.

OSHA Status—Category III—Low Risk Position

Generally works in an office environment with no exposure to blood borne pathogens

Essential Physical/Mental Demands:

- **Physical Demands:** Requires walking, bending, sitting, standing, writing, reading, telephone use, data input into computer, pulling medical records
- **Mental Demands:** Ability to cope with continual changing priorities under potentially stressful conditions
- **Manual Dexterity Required:** Ability to use a keyboard, telephone. Ability to drive a car.

Americans with Disabilities Act Requirements:

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job specific functions (listed within each job specific responsibility) either unaided or with the assistance of a reasonable accommodation to be determined by the organization on a case by case basis.