



**POSITION TITLE:** Southeast Program Manager – Juneau, Alaska

**REPORTS TO:** Director of Prevention & Education and Director of Client Services

**STATUS:** Full time Exempt

**COMPENSATION:** \$48,000 - \$52,000

**TRAVEL:** Up to 25%

### **JOB SUMMARY**

The Alaskan AIDS Assistance Association is the largest HIV services provider in Alaska and has been in operation since 1985. We are looking for a mission-driven individual in Juneau, Alaska, to provide services throughout the region. The Southeast Program Manager provides oversight of all client and prevention services conducted in Southeast Alaska. Case Management responsibilities include providing services to and supporting individuals living with HIV throughout the Southeast. Prevention responsibilities include rapid HIV testing, outreach, HIV prevention education, harm reduction education, and operating the Four A's Syringe Access Program (FASAP) in Juneau. The individual in this position will represent the Four A's in Southeast Alaska, develop and maintain strong relationships with local partners, provide supervision to a part-time staff person, and be responsible for the day to day operations of the Juneau Office. This position requires frequent travel throughout Southeast Alaska and quarterly travel to Anchorage.

### **QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in social work, human services, psychology or education. Relevant life experience is valued at the Four A's and may substitute for educational requirement. Prefer a minimum of three years' experience working with people who experience HIV/AIDS, terminal illnesses, behavioral health or substance use services/treatment. Excellent written and verbal communication skills, strong listening skills. The ideal candidate will have a thorough understanding of HIV and HIV prevention, community resources, enjoy working independently, and embrace the harm reduction model.

**Certifications and Clearances:** Valid driver's license; proof of auto insurance (if using private vehicle). Federal and State background check and TB test. A successful background check will show no evidence of fraud or abuse of vulnerable populations.

**Access to PHI:** Will have access to Protected Health Information as outlined in Four A's HIPAA & Security Policies & Procedures.

## **JOB FUNCTIONS:**

### **Essential:**

- Provide services in accordance to the Four A's mission statement.
- Responsible for adhering to all policy and procedures as outlined in the Employee Handbook and other departmental procedure manuals.
- Assist clients to obtain and maintain permanent housing, and complete documentation as required by HUD.
- Maintain contact with clients on a basis that is appropriate to their status and needs.
- Maintain relationships to agencies and organizations throughout the Southeast who provide relevant services.
- Attend weekly case management meetings via video conference, and other specified meetings/trainings as required.
- Maintain accurate client documentation.
- Assist clients to achieve goals as outlined in their Individual Service Plan.
- Exercise patience, understanding, and concern for each client's health, safety, development, and enjoyment of life. Understand individual differences regarding cognitive functioning and adapt accordingly.
- Ensure services meet all requirements as outline by the funding source and State and Federal law.
- Assist in monitoring grants related to the Southeast region. This includes completing quarterly and annual progress reports.
- Determine client eligibility for appropriate grant funded services.
- Conduct rapid HIV and Hepatitis C (HCV) testing.
- Conduct HIV prevention education and outreach.
- Complete required documentation of all testing activities.
- Manage operation of the Juneau FASAP, including ordering supplies, providing participants with harm reduction education, and offering resources as appropriate.
- Prepare monthly reports on Client Services and HIV Prevention activities.
- Provide supervision to part-time staff person and volunteers.

Four A's is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. **People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.**

Interested candidates can apply by sending a resume, cover letter, and completed Four A's Employment Application (<https://www.alaskan aids.org/uploads/documents/ Employment-Application.pdf>) to [pdavis@alaskan aids.org](mailto:pdavis@alaskan aids.org). Incomplete applications will not be considered. Review of applications will begin immediately.