



JOB DESCRIPTION PROGRAM OFFICER – HIV/AIDS PROGRAM

Jewish Healthcare Foundation (JHF) is a nonprofit, public charity that supports healthcare services, education, and research established in 1990 with proceeds from the sale of Montefiore Hospital. The mission of JHF is to support and foster the provision of health care services, education, medical and scientific research, and to respond to the medical, custodial, and other health-related needs of elderly, underprivileged, indigent and under-served persons in both the Jewish and general community throughout Western Pennsylvania. JHF is unique institution, a “think, train, do and give” tank, and has become a leading voice in safety, quality, and workforce issues.

Through three supporting organizations, Pittsburgh Regional Health Initiative (PRHI), Health Careers Futures (HCF) and the Women’s Health Activist Movement Global (WHAMglobal), JHF has put special emphasis on the education, training and retention of the region’s healthcare workforce and on projects related to improving healthcare quality and patient safety.

The Jewish Healthcare Foundation serves as the fiscal agent for the Ryan White Part B, Ryan White MAI, State Rebate and HUD HOPWA (Housing and Urban Development – Housing Opportunities for Persons with AIDS) funding in the 11-county southwestern Pennsylvania region and elsewhere in the Commonwealth. These funding streams facilitate the delivery of health care, supportive, and housing services to eligible individuals living with HIV/AIDS, and prevention/education services to at-risk populations. The program funds provider organizations to assist with clients’ entry into and retention in medical care and works to strengthen community outreach and reduce community viral load. Furthermore, the HIV/AIDS program provides technical assistance that aid organizations to improve their quality of healthcare and social service delivery to clients.

The Foundation also serves as the fiscal agent for AIDS Free Pittsburgh (AFP), a public health movement to end the AIDS epidemic in Allegheny County by 2020. AFP is a collaborative initiative comprised of government agencies, healthcare institutions, and community-based organizations that strive to support and improve the care of people living with HIV/AIDS, as well as communities most at-risk for HIV. AFP does not provide services directly, but rather works to raise awareness and build collaboration among community stakeholders.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Program Officer will assist the Program Director with the administrative responsibilities and coordination of federally funded HIV/AIDS programs in Southwest Pennsylvania, with a focus on quality management of the program and technical assistance to subgrantees. A significant portion of this position will be spent working with team members on the Minority AIDS Initiative program and AIDS Free Pittsburgh (AFP) initiative, as well as assisting in implementing the Ryan White HIV/AIDS Program (RWHAP). This individual will work with the rest of the HIV/AIDS team at the Foundation to optimize the level of care our consumers receive and to enhance stakeholder participation in the community. This will include an emphasis on strengthening the HIV/AIDS continuum of care in our region, as well as developing community buy-in and support.

The opportunity to be involved in other programs within the Foundation is also a possibility based on the interest of the Program Officer.

The Program Officer will be responsible for the following job duties:

FISCAL RESPONSIBILITIES:

Assisting with finance responsibilities and managing contract-related activities, which include but are not limited to participating in the monthly invoicing process.

GRANT MANAGEMENT:

- Participate in and oversee the development, implementation, and maintenance of individual provider quality management programs, and develop agency outcome measures for Ryan White services and others
- Assist Grants Administrator with review and reconciliation of backup documentation of services provided for assurance of service delivery and accuracy of monthly invoices
- Assist in the review and preparation of draft provider documents for submission to and approval by the PA Department of Health, Division of HIV/AIDS
- Support and facilitate technical assistance trainings for agency providers
- Assist in monitoring of provider agencies and monthly, quarterly, and annual reporting for the Minority AIDS Initiative Team
- Manage the annual procurement process for Ryan White and MAI grants, support Project Director with allocation, procurement and RFA process
- Assist Minority AIDS Initiative Team with coaching and agency development, participate in developing processes for virtual coaching to support MAI
- Assist MAI Team with quarterly compilation of linkage and retention to care data compilation and quality review, as well as track monthly data and finance report submissions.
- Contribute to the design and implementation of collaborative learning sessions to promote peer-to-peer education among statewide grantees for MAI, and regional grantees for RWHAP
- Support the AIDS Free Pittsburgh initiative, specifically around community outreach, data analysis, and community assessment development and implementation; event planning skills, grant writing, and meeting management skills preferred

EVALUATION AND DATA TRACKING:

- Lead data evaluation on several projects, including outcome surveys and needs assessments
- Track monthly data and finance reports for MAI
- Create effective surveys that include both qualitative and quantitative methods

ADDITIONAL RESPONSIBILITIES:

- Assist in event planning for events including but not limited to Too Hot for July, Community of Practice, regional and statewide peer-to-peer networking sessions, and advocacy ad hoc group gatherings
- Coordinate meetings and maintain relationships for subcommittees and advisory groups
- Assist in prospecting and writing grants

QUALIFICATION/REQUIREMENTS:

- An advanced health-related degree preferred, or an equivalent combination of education and experience
- Elevated knowledge of HIV and/or lived experience with the impact of HIV/AIDS
- Experience working with diverse populations and age groups
- Experience in developing and presenting dynamic, creative, and interactive presentations on a variety of health topics
- Research and evaluation experience
- Advanced skills in data mining, data analysis, report development, MS Excel and MS Access
- Skill in using an advanced statistical software program such as Stata or R
- Must be detail-oriented
- Ability to work independently and effectively prioritize tasks
- Ensure projects and reports meet required deadlines
- Knowledge of program planning and evaluation

The Program Officer must have excellent written and oral communication skills, a strong work ethic, high energy, the ability to manage multiple responsibilities simultaneously, and the ability to participate in teams. The employee must model the values of respect, courtesy, generosity, empathy, teamwork, and a positive attitude.

GENERAL EXPECTATION:

As expected of all employees of the Jewish Healthcare Foundation, the Program Officer will abide by the current laws and organizational policies and procedures designed and implemented to promote an environment which is free of harassment and other forms of illegal discriminatory behavior in the work place. This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Annual travel (25%) is expected with this position, pending COVID-19 restrictions and internal JHF protocols.

OFFICE LOCATION: DOWNTOWN PITTSBURGH

Note: The position is full-time, available immediately and is a hybrid between remote and in-person, but will transition to full in-person/in-office when public health guidelines allow.

Applicants are encouraged to apply by sending their resume/CV and a cover letter with salary requirements to Richard Smith at smith@jhf.org. Applications will be received on a rolling basis until the position is filled.

The Jewish Healthcare Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.