



VICTORIA COUNTY

PUBLIC HEALTH DEPARTMENT

2805 N. Navarro, Victoria TX 77901

Position: HIV/AIDS Resource Program - Program Manager

2021

Full-time Position

Salary: \$21.00 – \$25.24

Non-Exempt

Open until filled

SUMMARY

The HIV/AIDS Resource Program (HARP) Program Manager reports to the Victoria County Public Health Department Assistant Director and ensures the functional capabilities of HARP. The Program Manager performs responsible administrative planning and program operations. Duties involve development and implementation of plans for effective program management and coordination of operations. The Program Manager maximizes and utilizes program resources and supervises all HARP functions.

Essential duties and responsibilities include, but are not limited to the following:

- Coordinate and oversee program operations
- Supervise all HARP program employees and maintain all personnel records
- Ensure the program's annual contracts with the Brazos Valley Council of Governments (BVCOG) are processed and implemented
- Ensure the program maintains all requirements of the contract between Victoria County and BVCOG
- Ensure the program meets all required performance measures
- Ensure adequate staff coverage and uninterrupted delivery of services
- Ensure services are performed according to the statutes, rules, policies, and directives of BVCOG, Victoria County, & Victoria County Public Health Department policies
- Track invoices, prepare purchase orders for payment, and submit payment to vendors
- Ensure the program is managed within the current and forecasted budget
- With the Finance Officer, evaluate current expenditures and determine if funds need to be reallocated
- Forecast the number of clients served and units of service provided by each grant
- Enter services in the AIDS Regional Information and Evaluation System (ARIES)
- Seal case notes in ARIES and run required reports
- Complete required progress reports and annual reports
- Prepare for program audits and assist BVCOG and Germane Solutions with the audits
- Prepare response and implement corrective actions resulting from a program audit
- Manage the quality management plan and conduct quarterly quality management meetings
- Develop and implement new and revised policies when required

- Ensure program has necessary software, hardware and connectivity to carry out all program operations
- Attend BVCOG, VCPHD Leadership Team meetings, occasional Victoria County Commissioners' Court meetings, and occasional VCPHD Board of Health meetings
- Supervise all HARP program employees
- Maintain all personnel records
- Maintain and submit timesheets for all HARP program employees
- Conduct staff meetings, when necessary
- Oversee the training of new staff and ensure policy compliance
- Write and maintain job descriptions for all VCPHD HARP employees
- Draft and submit all correspondence to BVCOG, other Victoria County departments, and other outside agencies
- Establish relationships between the HARP and area providers and stakeholders
- Ensure proper maintenance of program's vehicle(s)
- Accept and process, if possible, any client complaint
- Investigate any reported program abuse by participants or by VCPHD HARP employees
- Complete required trainings
- Occasionally travel out of town to trainings required by BVCOG
- Performs other duties as assigned

Qualifications:

To perform this job successfully, an individual must be able to perform each of the above essential duties satisfactorily. The requirements listed below are representative of the education and/or experience, knowledge, skill, and/or abilities necessary to perform this job.

Education and/or Experience:

- Bachelor's degree in a health, public health, or business field from an accredited college or university preferred; a registered nurse from an accredited Associate Degree Nursing program accepted
- Supervisory experience required
- Grant writing experience a plus
- Public health experience preferred
- Up to two years public health experience may be substituted for college/university work

Other Skills:

- Ability to communicate in and understand oral and written instructions
- Ability to adhere to prescribed departmental routines
- Ability to make simple arithmetical computations and tabulations accurately
- Ability to learn program-specific regulations, procedures, policies, and software
- Must have strong communication & interpersonal skills to positively engage with the clients and co-workers on a daily basis

- Ability to work with a computer
- Proficient in Microsoft Office programs
- Ability to cross-train for other duties as needed
- Ability to prioritize work and complete assigned items in a timely manner
- Ability to analyze situations and take appropriate actions
- Ability to function as a working member of a group or team, as well as individually
- Ability to establish and maintain cooperative relations with the clients and maintain a professional demeanor in adverse circumstances

CERTIFICATES, LICENSURES, REGISTRATIONS:

- High School Diploma or License commensurate with applicant's educational requirements mentioned above
- Must have a valid Texas driver's license and proof of automobile liability insurance

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be in good general health in order to perform the duties of this position
- Must be able to operate a motor vehicle when necessary
- Must be able to work in adverse weather conditions rarely
- Must be able to sit at a desk, use a computer keyboard, answer the telephone, etc.

WORK ENVIRONMENT:

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some of the duties involve sitting at a desk in a climate controlled environment
- The employee will meet with clients in a variety of environmental conditions
- Employee will drive a vehicle provided by Victoria County for work duties only
- Employee will experience encounters with clients, co-workers, and supervisors daily

Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online under the employment jobs link or <https://www.vctx.org/page/employment>.

Victoria County Human Resources
115 N. Bridge St., Room 127
Victoria, TX 77901