



Improving health. Igniting hope.

JOB POSTING

JOB TITLE: Project Director, Ryan White Care Coordination (Exempt)

Reports To: Sr. Director of Clinical Programs & Evaluation

Summary: Exponents is searching for an experienced, dynamic individual to manage a small team while supervising daily operations of a small outpatient chemical dependence treatment program, housed within a community-based organization in lower Manhattan.

Responsibilities include:

- Ensuring participant census goals are achieved and maintained through program promotion and client outreach;
- Maintaining standards for Ryan White Care Coordination (RWCC) policies and licensing procedures, serving as liaison between Exponents and the funder;
- Supervising all RWCC staff;
- Preparing all programs charts, including policy and procedures for audits;
- Collaborating closely with the Medical Director to assess participants for engagement in Directly Observed Therapy (DOT);
- Ensuring all licenses and credentials are up-to-date and on-file in the program;
- Maintaining linkages and relationships with all referring agencies, including H/H, FQHCs, and look-a-likes, including other community-based agencies;
- Conducting supervisory case conferencing with medical staff, participant collaterals substance abuse counselors;
- Ensuring delivery of comprehensive services to clinic participants;
- Conducting and/or coordinating needs assessments and follow-up sessions for all core participants;
- Conducting case conferencing with counseling and referral staff on a bi-monthly basis;
- Facilitating HIV treatment, prevention, and medication adherence groups when necessary;
- Establishing and expanding linkages to meet the service needs of clients;
- Establishing developmental plans and/or professional trainings for staff to ensure participants receive comprehensive services;
- Conducting activities as assigned by the Sr. Director of Programs & Evaluation;
- Participation in Agency Directors' and Compliance Council meetings;
- Additional responsibilities as assigned.

EXPONENTS

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Requirements

- Bachelor's degree is required
- 5+ years' experience in HIV navigation in the NYC area
- CASAC designation is preferred
- Strong written and oral communication skills

Salary

\$65k – \$70k

Exponents is an equal opportunity employer. All applicants will be considered for employment, regardless of race, color, creed, religion, gender, sexual orientation, gender identity, national origin, age, veteran, disability status, genetic information, or any other characteristic protected by law. Individuals with carceral histories, drug use histories.

Members of the LGBTNBQI+ communities are encouraged to apply.