

Metro Wellness & Community Centers

Director of HIV Prevention Programs

We are seeking a full time Director of HIV Prevention aimed at improving the health and well being of individuals and families. The position reports to the V.P. Prevention & Minority Programs

The Director will be responsible for the day-to-day oversight, coordination and implementation of a variety of programs. The Program Director is also expected to provide supervision to program staff.

RESPONSIBILITIES:

Specifically, the Program Director will:

- Effectively implement the management plan to meet program objectives and goals.
- Directly supervise program staff
- Supervise and conduct case reviews and case conferencing and staff training.
- Prepare program related reports and compile and analyze program related data.
- Interface with other service providers and attend program related meetings.
- Develop and secure program related materials.
- Write proposals to enhance and expand program operations.
- Work closely with Operations Department to monitor and expand budget lines.
- Conduct training to other service providers.

QUALIFICATIONS:

- A Masters Degree in Public Health, Social Work or related field.
- At least five years supervisory experience and demonstrated administrative and management capabilities.
- Proposal Writing.
- 5 yrs of Experience in the field of HIV/AIDS
- Good writing, interpersonal, communication and problem solving skills.
- Good computer skills.

This is located in St Petersburg/Tampa area. Must have vehicle to travel within local area. Market salary and benefits including: health care ,dental, disability, and generous annual leave .

Send resume to hr@metrotampabay.org. For additional info see metrotampabay.org