

JOB ANNOUNCEMENT

POSITION: Coordinated Services Analyst

FILING DEADLINE: Applications with resumes and cover letters are being accepted until the position is filled. Applications and detailed job descriptions may be obtained at the above address.

DESCRIPTION OF DUTIES: Responsible for conducting administrative support for client intakes, re-enrollments, and discharges, and for providing data and statistics for the continuity of client care. Responsible for working closely with staff to re-engage women who have fallen out of care as well as engaging newly diagnosed women into care. Responsible for the implementation, coordination and evaluation of a plan to track, analyze, and report upon comprehensive retention in care/viral suppression strategies designed to engage women, children and families infected and affected by HIV/AIDS into the HIV continuum of care. Responsible for conducting assessments of client's needs for primary care/treatment and/or supportive services and assisting clients in linkage to medical care and appropriate social services for a caseload of clients; provide a range of client-centered services that link clients with healthcare, psychosocial and other services; and serve as the contractually required "ARIES Agency Coordinator."

Responsible for administrative functions such as assisting with meeting preparations and management; Ryan White program related fundraising activities; preparing statistical program reports for contracted services; data management and analysis in relation to Ryan White service requirements; assembling materials and maintaining information for ongoing reports and records; data collection, entry, storage, and report planning; consultation and training; quality assurance activities; preparing program materials and correspondence as required; answering non-technical questions regarding programs and services; procuring office supplies and equipment; and managing asset inventories. Serve as the information technology liaison with the agency's information technology consultants. Provide administrative support to the Executive Director and agency managers. Collaborate with and support the work of the Board of Directors and act as liaison between the Executive Director and the Board of Directors. Perform a variety of administrative duties that are oriented toward the independent coordination of administrative procedures, organization and management, work-flow and distribution, work simplification and improvement in efficiency.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

Any provisions contained in this job announcement may be modified or revoked without notice.

POSITION REQUIREMENTS: AA or BS degree in health care administration, statistics, social sciences, computer science or a related field or equivalent on-the-job experience. Must possess a combination of education, experience, knowledge and abilities to successfully perform the duties assigned to the position. Demonstrated experience in understanding of HIV/AIDS healthcare service delivery and of hardware and server technologies preferred. Experience in managing databases and ability to provide database and data entry technical assistance to service providers as requested. Ability to manage multiple priorities and to work under time pressures. Must have familiarity and understanding of issues related to confidentiality of client information in healthcare settings and HIPAA. Ability to work with staff at all levels of data entry and program management, including case managers, clinicians, supervisors, data management, and data entry staff.

Must be able to work independently, set priorities, organize and complete multiple tasks and projects efficiently. Ability to initiate, develop and maintain effective linkages and partnerships with community-based agencies. Demonstrated experience using computer software to collect data and to prepare reports as well as programs such as Microsoft Word, PowerPoint, Publisher, Excel and Access. Strong quantitative and qualitative analytical skills.

As this position requires driving duties, employees must possess a valid Driver's License with access to reliable personal transportation, as well as proof of current vehicle insurance in good standing. Employees must provide a recent DMV H-6 printout to be kept on file and will be included on a regular DMV Pull Notice system for routine review of driving records.

EXPERIENCE: One to three years.

HOURS: Non-exempt position, 40 hours a week.

BENEFITS: Vacation, Sick Leave, Holiday Pay, Health Benefits

FILING APPLICATIONS: Applicants must clearly demonstrate that they meet the minimum requirements. Applications must be filled out completely, legibly and may be submitted in person, by mail or by email. All statements will be subject to verification and investigation.

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