

UW HEALTH JOB DESCRIPTION

PROGRAM MANAGER, HIV CARE & PREVENTION

Job Code: 842009	FLSA Status: Exempt	Mgt. Approval: J. Bellehumeur	Date: January 2021
Department: Clinics-Infectious Disease and HIV	HR Approval: J. Olson	Date: January 2021	

JOB SUMMARY

The Program Manager, HIV Services provides leadership and supervision for a variety of clinical and support services provided for HIV patients. The Program Manager provides programmatic leadership to help guide the work of the Social Work team, which includes the Social Work Supervisor and a team of Social Work Medical Case Managers. In addition, the Program Manager coordinates clinical and support services being provided by agencies receiving subawards. The Program Manager, HIV Services works with grant and program leadership to ensure that grant deliverables are met, program initiatives are successful, and all activities meet extensive state and federal funding requirements to ensure continued funding.

The Program Manager works in collaboration with a wide variety of internal and external constituents, including (but not limited to) team members, physicians, and staff throughout the UW Health continuum of care, patients, families, community services, and other health care systems. They serve as an active member on relevant program, department, and other committees across the care continuum.

MAJOR RESPONSIBILITIES

Manage Social Work/Medical Case Management Overall Practice Within UW Health's HIV Program

1. Help direct the work and priorities for the UW Health HIV program and staff.
2. Provide oversight and guidance to the Social Work team to ensure Social Work/Medical Case Management Practice meets state and federal guidelines.
3. Provide input and guidance on coordination of activities within the clinic where HIV services are provided to ensure the highest quality of care is delivered.
4. Develop systems and collaborations that enhance and support the work of the Social Work/Medical Case Management team and other program staff.

Coordination and Leadership for Contracted Services

1. Provide oversight, guidance, and monitoring of contracted subaward programs including but not limited to behavioral and mental health services, housing services, transportation services, and regional care providers.
2. Participate in site visits to contracted agencies to ensure services provided are meeting necessary state and federal requirements.

Quality Assurance and Site Monitoring Visit Activities

1. Assist in the development of new protocols, standard operating procedures, staff training materials, and other documents that guide care delivered within the HIV program and contracted services.
2. Work with leadership team to ensure continual readiness for state and federal site visits.
3. Ensure that regular monitoring is being performed of Social Work/Medical Case Management and program activities

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Master's Degree in Social Work from an accredited university
	Preferred	
Work Experience	Minimum	Three (3) years of post-Master's social work experience in a health care or community health organization
	Preferred	<ul style="list-style-type: none"> • Three (3) years of progressively responsible experience in program leadership • Experience in an academic health system or integrated health care delivery system • Grant writing experience
Licenses & Certifications	Minimum	Licensed in the state of Wisconsin as a Certified Advance Practice Social Worker (CAPSW), Licensed Clinical Social worker (LCSW), or Certified Independent Social Worker (CISW)
	Preferred	

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • A high degree of professionalism and competency in dealing with a variety of individuals • Demonstrated ability to lead diverse teams to achieve outcomes and form and maintain collaborative relationships • Knowledge of diverse communities and cultures and culturally responsive practices in community engagement • Ability to independently organize and prioritize work • Skilled at conflict management • Excellent facilitation skills • Excellent written and verbal communication • Ability to identify data needed for both assessment and decision-making purposes • Ability to deploy appropriate data sources, analysis methods, and effective communication of analytical results • Demonstrated ability to develop, implement, and evaluate health care and/or community health programs
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.