



## **DIRECTOR OF PREVENTION & SCREENING**

### **POSITION SUMMARY**

The Director of Prevention and Screening is responsible for the successful implementation, management, and direction of all ASGCC prevention, education and testing programming. Program activities mainly target intravenous drug users (IDUs) and men who have sex with men (MSM) throughout the Cape. Major program components include The Provincetown Needle Exchange Program, The Men's Health Project (which is MSM targeted outreach), all Harm Reduction services including Provincetown, Hyannis and Falmouth as well as all counseling and testing services for HIV, Viral Hepatitis and other sexually transmitted infections. Other programs include, but are not limited to, HIV/AIDS education for schools, municipalities and community organizations. Also required are excellent verbal (public speaking is a component of this position) written communication (grant writing and timely reporting of activities), organizational and interpersonal skills. Other requirements include demonstrated knowledge of harm reduction methods, experience with HIV/AIDS and epidemiology and experience supervising others.

This position reports to the Chief Operating Officer (COO) and is a year-round, full-time position with benefits.

### **RESPONSIBILITIES**

- Supervision of Manager of Harm Reduction Services, the Men's Health Project Program Coordinator and Phlebotomy Services
- Overall administration of Provincetown Needle Exchange Program, including policy and procedures, inventory, data recording and coordination of staff conducting exchanges.
- Overall administration of The Men's Health Project including mobile outreach conducted by staff, peer led interventions conducted by community members, individual level interventions including risk assessments and supportive referrals, group level interventions that include Centers for Disease Control behavioral science programming mandated by the Department of Public Health.
- Overall administration of IDU programming including mobile outreach conducted by staff, peer led intervention conducted by community members (collaborative outreach), and individual level interventions including risk assessment and supported referrals.
- Administration and management of departmental budget coordinated with the Director of Finance, the COO and the CEO
- Administration of subcontracts including HIV counseling and testing services (CTS) program activities as directed by regional CTS contract holder.
- Development of:
  - Campaign and educational materials for targeted groups in conjunction with Department of Public Health concept team;

- implementation of age-appropriate HIV and STD educational programs for students in various high school classroom settings; and
- other new programming, including grant and proposal writing to garner funds, to fill existing gaps that will meet the prevention and screening needs of at-risk individuals throughout the Cape.
- Attend all trainings and meetings as required by Department of Public Health contracts.
- Meet other responsibilities as assigned by CEO and the COO to aid ASGCC and serve as a member of the agency's management team.
- Develop and implement timely programming, often in conjunction with other agencies serving individuals affected by HIV/AIDS throughout Cape Cod.
- Provide necessary reporting to funders in a timely manner and attend all trainings and meetings as required by contracts.
- Provide training and educational updates to staff, volunteers, and clients on an on-going basis.

### **POSITION REQUIREMENTS**

- Masters Degree in Human Service or Education discipline strongly preferred or commensurate experience.
- Strong HIV/AIDS, Viral Hepatitis and Harm Reduction knowledge. Familiarity with impact of the opioid epidemic on this region.
- Strong interpersonal skills with non-judgmental demeanor when interacting with target population.
- Strong management and supervisory skills.
- Excellent verbal skills including ability to speak before small and large audiences.
- Excellent writing skills including experience with grant and/or report writing.
- Ability to prioritize, organize and handle multiple tasks, meet deadlines and operate within a strict budget.
- Valid driver's license and access to a vehicle.
- Excellent computer skills.

### **ABOUT ASGCC**

The mission of the AIDS Support Group of Cape Cod is to provide services to persons living with HIV and AIDS within Cape Cod communities that maintain and enhance their quality of life, and provide health education and prevention information to Barnstable County via timely and accurate information about STDs, HIV and AIDS. The services and outreach will be consumer driven and family centered, however family is defined. The ASGCC receives approximately 65% of its funding from the AIDS Bureau of the Massachusetts Department of Public Health (DPH), with the remainder raised through private fundraising. The organization supports over 400 HIV-positive clients through client services and hundreds of individuals with Harm Reduction Services regardless of HIV status. ASGCC has a very dedicated professional staff, and relies on the assistance of many volunteers. Services provided include Medical Case Management, food and nutrition services, transportation services, behavioral health/support groups, housing assistance and HIV/STI prevention, screening and harm reduction services.