

Ryan White Program Manager

Health Brigade is seeking a full-time administrator for our Ryan White and CHARLII case management programs. This position is responsible managing the Ryan White case management programs at HB. The ideal candidate is well versed in Ryan White eligibility and case management standards or has at least 5 years' experience working for a state or federally funded case management program. The administrator is responsible for overseeing the administrative operations of the RW program, including compliance with eligibility and case management standards.

Education and experience:

Bachelor's degree in Social Work or other related health/human service field. At least 2 years' experience supervising staff. At least 5 years' experience working in a Ryan White or other federally funded benefit program like HOPWA with complex eligibility and documentation policies and procedures. Minimum 1 year providing client facing services. Must consent to a background check with a focus on identifying any history of fraud.

Skills and Abilities

- Must have a working knowledge of HIV and its impact on both a micro and macro level
- Experience working with people from diverse backgrounds
- Skill in planning, organizing, delegating, time management, and supervising
- Skill in providing regular feedback and setting clear expectations for staff
- Skill in providing leadership and support
- Skill in verbal and written communication
- Ability to take initiative and exercise independent judgement
- Ability to interpret, adapt, and apply written guidelines and procedures to standard work practices
- Ability to identify issues that require the involvement of supervisors
- Computer skills and proficiency in Microsoft Office products are required

Employees must be able to work collaboratively with a variety of staff within the organization. Health Brigade expects individuals to have a strong work ethic and commitment to our mission and values. Must be able to work in a team environment as well as independently. The successful candidate must possess skills that support and enable sound decision making.

Compensation

Compensation for the position starts at \$55,000/year. Please click to view requirements for working at [Health Brigade](#). Generous PTO and holiday schedule, flexible work environment. First thirty days work is in person at the office. Hybrid work (in person and work from home) after completion of first 30 days. Health Brigade is an Equal Opportunity Employer. For more information go to www.healthbrigade.org.

To apply

Please complete our application form by clicking here: <https://form.jotform.com/250083916712152>

Applications due January 31st at 5pm. No phone calls/emails please.