

**Sacramento County Department of Health Services
Health Program Coordinator (HPC) / Surveillance Coordinator
Duty Statement**

Definition:

Under the direction and supervision of a Sr. Health Program Coordinator, the Health Program Coordinator will perform the following duties, toward achievement of the Sexual Health Promotion Unit's program goals and objectives.

Duties:

1. Supervise Communicable Disease Investigators and other STI/HIV Surveillance staff, including hiring, assigning and reviewing work, training, evaluating work performance via probationary and performance evaluations, and other personnel matters.
2. Under the direction of the Sr. Program Coordinator, serves as Sacramento County STI/HIV Surveillance Coordinator, coordinating and conducting CA State required STI/HIV reporting efforts including: assigning reported STI/HIV cases for investigation and other day-to-day work activities to program STI/HIV Communicable Disease Investigators I/II (CDIs), monitoring case investigations for completion, and ensuring timely case closures.
3. Develop and participate in approval of public health program policies, procedures and protocols; collect, interpret and disseminate information on public health laws and regulations governing programs; ensure program staff awareness and enforce compliance.
4. Plan, develop, and administer program budgets according to County, State or other funding source requirements; monitor program expenditures for fiscal appropriateness; prepare progress reports; and authorize allocation of funds based on program needs.
5. Develop request for proposals for community-based service providers, including, negotiate, administer, and monitor scope of services, budget, and other contract matters; prepare, and/or amend, contract scope of services and budgets.
6. Plan, implement, and monitor program scope of work to ensure compliance with contract provisions and funding source regulations; recommend and facilitate implementation of procedural and operational changes to maximize service delivery and enhance revenue.
7. Research, develop, and write grant applications and program proposals to obtain funding sources.
8. Serve as liaison and resource to healthcare providers, community-based organizations, County departments, State agencies, and business organizations; represent the County at various community meetings, committees, and coalitions; participate as appropriate with various planning councils and boards.
9. Evaluate program effectiveness and attainment of objectives; prepare and implement recommendations for improvements.
10. Develop and maintain accurate records and files regarding program activities; prepare correspondences, periodic statistical and narrative reports, program documentation, policies, procedures, protocols, and other written materials.
11. Other duties as assigned.



Sexual Health Promotion Unit - Health Program Coordinator

BACKGROUND

The Sexual Health Promotion Unit (SHPU) is located within the Sacramento County Department of Health Services, Division of Public Health. This Unit is comprised of four programs: the Sexual Health Clinic, the HIV/STD Surveillance Program, the HIV Care Services Program, and the HIV/STD Prevention Program. The Health Program Coordinator (HPC) Position will oversee the Surveillance Program and work collaboratively with all of the SHPU team members towards a common vision.

JOB DESCRIPTION

The HPC will supervise a team of Communicable Disease Investigators (CDIs) dedicated to improving sexual health outcomes for the residents of Sacramento County by performing the duties listed above.

The HPC will oversee the SHPU's data-driven surveillance program; maintain relationships with all county-affiliated testing sites, healthcare providers; serve as the liaison between the CA Department of Public Health, Office of AIDS and STD Control Branch Surveillance programs; and coordinate all required, sexual health related Title 17 mandated disease reporting for the County of Sacramento.

One of the primary responsibilities of this position is to maintain and coordinate grant funding for the program, this includes development and tracking program budgets, grant reporting, and completion of grant deliverables. The HPC will supervise CDIs assigned to each grant program, and coordinate activities across funding streams to maximize HIV/HCV/STI prevention and control efforts throughout the County.

The SHPU is seeking an innovative and passionate candidate to help improve sexual health outcomes in Sacramento. The ideal candidate will have a strong work ethic and a positive attitude; they will exhibit attention to detail; leadership; be a team player; have experience and comfort working with people of all sexual orientations /gender identities, as well as individuals experiencing homelessness, drug use and/or other risk factors; and of course, have a love for the topic of sexual health. If you are excited by the prospect of working in a fast paced and challenging work environment, comfortable talking to individuals about their sexual health, and have a great sense of humor...please consider joining our team!

Interested applicants should respond via email and attach a current resume and cover letter. Cover letters should include previous work and/or relevant experience related to the duties of this position.