

QUEST CENTER FOR INTEGRATIVE HEALTH

POSITION DESCRIPTION

Title: W.O.W. Program Manager
Reports to: Executive Director
Salary: DOE
Hours: .80 FTE including some evenings and weekends.
Compensation: Employer-paid health and dental insurance, generous vacation and health leave benefits.

POSITION PURPOSE

This position is responsible for providing overall management and support to the W.O.W. Program and W.O.W participants. W.O.W. is a psychosocial support and mental health program for women living with HIV and their children. This position requires flexibility, strong facilitation and communication skills, must be able to work and share leadership with a diverse population, and work within a community model.

FUNCTIONS AND DUTIES

1. Build relationship, trust and rapport with W.O.W. participants.
2. Coordinate services between Quest, CAP, Partnership Project, Our House, HIV Day Center, Multnomah County HIV clinic, and all service providers who work with participants of W.O.W.
3. Provide support and supervision to peer mentors, women living with HIV, so they can provide appropriate social support to other women living with HIV.
4. Co-facilitate two weekly support groups and provide support to individuals.
5. Complete assessments and intakes for all new clients and additional paperwork for existing clients.
6. Prepare and submit all required grant reporting to the county and other funders.
7. Monitor and organizes weekly activities of W.O.W.
8. Recruit, coordinate, and monitor volunteer staff.
9. Maintain relationships and works collaboratively with community partner organizations.
10. Complete grant progress reports and quarterly tracking forms in a timely manner.
11. Assist in pursuing appropriate grant opportunities and application of other funding services.
12. Perform other duties as assigned/needed.

SKILLS AND ABILITIES

1. Strong oral and written communication skills. Bilingual English/Spanish preferred.
2. Knowledge and skills in chemical dependency and crisis intervention.
3. Experience working with women with special attention given to domestic violence and sexual safety issues.
4. Familiarity with HIV disclosure issues and various sexuality issues.
5. Familiarity with substance abuse and mental health programs in Portland.
6. Proficiency in Alcohol & Drug/HIV/AIDS issues.
7. Awareness of ethnic, racial minority, class, and cultural issues.
8. Maintain appropriate professional treatment boundaries.
9. Ability to maintain accurate records and necessary paperwork.
10. Experience with group facilitation.
11. Ability to work as a team member as well as independently.
12. Ability to manage time and meet deadlines.

MINIMUM QUALIFICATIONS

1. Master's degree or at least three years social services related experience.
2. Extensive HIV experience.
3. Experience with substance abuse and mental health issues particularly related to mental health and crisis intervention.
4. Flexible work schedule required, including some evening and occasional weekend work.
5. Must adhere to agency's non-discrimination policies and W.O.W.'s group policies.
6. Management and supervision experience.
7. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliation, cultural backgrounds, life-styles and sexual orientations, and treat each individual with respect and dignity.