HEALTH PROMOTION SUPERVISOR

The Family Center is a not-for-profit organization providing social and legal services to families affected by life threatening parental illness, absence and loss. The Family Center has been the pioneer in the design and research of healthcare coordination and education, permanency planning and advocacy services that address the myriad of issues that challenge families. Please visit our website at [www.thefamilycenter.org](http://www.thefamilycenter.org) to learn more about our services.

The Health Promotion Supervisor is responsible for managing and supervising staff delivering services to individuals impacted by chronic diseases including HIV/AIDS, cancer, etc. through specialized programming including The Positive Life Workshop (TPLW), Supportive Counseling with Care Coordination, and 340B Program. In addition to ensuring that enrollment targets are met and quality services are provided, the Health Promotion Supervisor ensures integration of these services with other Family Center programs and maintains collaborating relationships with partner organizations and funders. The Health Promotion Supervisor reports to the Director of Health Promotion and Care Coordination.

**RESPONSIBILITIES:**

* Oversee implementation of TPLW program components, including participant enrollment, intake and assessment, workshop delivery, and participant retention, in order to meet contractual targets.
* Oversee the Supportive Counseling and Care Coordination to HIV+ clients, including participant enrollment, eligibility assessment, intake, service planning, service delivery, and outcome monitoring, in order to meet contractual targets.
* Hire, train and supervise staff, consultants and peers involved in the recruitment for and delivery of TPLW and SCG program services.
* Provide liaison with all TFC resources to ensure referrals for TPLW and SCG participants to medical, legal, mental health, care coordination, housing, and substance use services.
* Provide support to staff responsible for overseeing 340B Drug Reimbursement program.
* Develop and implement systems/protocols to ensure fidelity to evidence-based model including but not limited to TPLW and Seeking Safety.
* Develop and implement Quality Assurance and Improvement protocols to maintain/improve engagement and retention of clients, quality of service delivery and client achievement of intended program outcomes.
* Monitor and report staff productivity of all grant deliverables to ensure they are met.
* Manage relationships with collaborative partners.
* Manage disbursement of client incentives consistent with agency policy.
* Work with agency quality management staff to ensure follow-up data collection and analysis.
* Ensure timely and accurate reporting and service data entry into agency database and funder systems, including eSHARE.
* Provide data and narrative for inclusion in monthly, semi-annual and annual reports to funders.
* Provide reflective and task-focused supervision for all direct reports
* Represent agency at meetings and conferences.
* Special projects as requested.

**MINIMUM REQUIREMENTS:**

* Master’s Degree and license in Social Work or its equivalent
* Minimum three years’ experience providing services for PLWHA
* Two years supervisory experience
* Experience managing/meeting contractual mandates
* Demonstrated attention to detail
* Excellent written and verbal communication skills

Please email resume with cover letter that includes salary requirements to jobs@thefamilycenter.org and put “Health Promotion Supervisor” in subject line.

*The Family Center is an Equal Opportunity Employer.*

*The Family Center is covered under FMLA.*