

Model Position Description: EMA/TGA Staff Support Leadership (Director or Manager) Ryan White HIV/AIDS Planning Council*

Note: The position description and qualifications must, of course, be refined to reflect the characteristics and resources of the local community and the local epidemic.

Planning Council Support Director

The Planning Council (PC) Support staff provides planning and support services to the Ryan White EMA/TGA HIV Health Services Planning Council in order to assist the Council, and area, to create a comprehensive integrated health continuum for those persons living with HIV. The Support Staff will create a working relationship with the Ryan White Grant Recipient in order that the Planning Council and Recipient can fulfill the area's implementation of the federally legislated duties mandated for the Ryan White HIV/AIDS Program (RWHAP) Part A in the Ryan White HIV/AIDS Treatment Extension Act.

The PC Support Staff will have the ability to create an atmosphere of mutual respect where HIV Consumers, Providers, and area Community leaders can work together in order to create an HIV Health Care system that will best fulfill the needs of the community. This person should have an in-depth understanding of the area demographics, HIV demographics, and cultural diversities. Good leadership, research, public relations outreach, and training skills are a vital part of the PC staff position.

Responsibilities include, but not limited to:

- Ensure the day to day management of the operations of the Planning Council [and other support staff personnel where applicable].
- Ensure that the PC adheres to all federally legislated mandates.
- Create working relationship with the RWHAP Part A Recipient in order to fulfill the needs of those infected with HIV and assure that funds are distributed in a manner which is most beneficial to create an effective HIV health care system.
- Lead the PC to develop a voting membership that is reflective of the area HIV demographics in order to fulfill the legislated voting membership breakdown and establish an open nominations process and an open forum for its PC and committee meetings.
- Assist the PC in the development, implementation, and continued assessment of its Integrated HIV Prevention and Health Care Plan.
- Ensure that necessary clerical duties are carried out for the PC.
- Assist the PC in the development of a Needs Assessment to collect information that is beneficial to the establishing of priorities and allocation of funds for the area.
- Gather information with regard to other area programs and agencies that can be used by HIV consumers in order to utilize other resources and reduce the use of Ryan White

* Prepared in 2017

funding. This material should also be utilized in the allocation process and shared with Ryan White providers when determining that they are the payer of last resort.

- Provide orientation and training to the PC in order to ensure understanding and compliance with the Federal mandates and requirements in accordance with the Ryan White HIV/AIDS Treatment Extension Act.
- Work with any state committees or programs in the development of the State Integrated HIV Prevention and Health Care Plan.
- Be a Liaison between those with HIV, the Grant Recipient, Providers, and the Community
- Develop a method to work with the grant Recipient in assuring that the PC Allocation recommendations are distributed in a manner which will best support the established system of HIV health care and the priorities set for that given fiscal year. This should include an appropriate funding amount for the work of the Planning Council.

Qualifications:

- Demonstrate knowledge of HIV/AIDS issues (medical and psychosocial)
- College degree or equivalent work experience in health, social work, public health, public administration, or a related field
- Good written and verbal communication skills
- Bilingual (English/Spanish or another language) – Preferred [depending on the race/ethnicity of PLWH in your EMA or TGA].
- Staff supervisory experience – 2 year minimum preferred
- HIV/AIDS work experience preferred
- Ability to inform PC members of the legislative requirements for the established Ryan White planning body and understanding of HRSA mandates and recommendations
- Knowledge of computer, social media, and public communication skills
- Strong leadership skills for the development of committees, including conflict resolution skills
- Ability to deal with and resolve complaints
- Knowledge of financial budgeting and use of internal and external funding sources
- Knowledge of area's resources and political structures