

## **Administrative Unit Manager**

### **Job description:**

Acadiana CARES in collaboration with the Louisiana Department of Health (LDH) Office of Public Health (OPH) is seeking an Administrative Unit Manager to assure efficient and effective coordination of administrative activities within the STD/HIV/Hepatitis Program (SHHP). This position will have general oversight of all SHHP administrative staff and assist in the administrative and financial support of assigned programs and projects within the program. The incumbent will ensure effective administrative support to the SHHP Business Manager, Director, Deputy Directors and other Unit Managers related to contract administration, financial management, purchasing and budget monitoring and clerical tasks. The incumbent is responsible for implementing and adhering to all relevant rules, regulations and policies of the federal funders (primarily CDC and HRSA) and State of Louisiana.

**Location of the position:** New Orleans, LA (hybrid telework schedule available after first 6 months)

### **Minimum Qualifications:**

A baccalaureate degree plus four years of professional level experience in administrative services, economics, public health, public relations, social services, health services, or surveying and/or assessing health or social service programs or facilities for compliance with state and federal regulations.

### **Qualifications Substitutions:**

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree.

Please email a cover letter, resume, and three professional references to:

[SHP\\_Resumes@la.gov](mailto:SHP_Resumes@la.gov) Must reference job title in subject line. **Open Until Filled.** EOE/AA Employer