

## **CAPACITY BUILDING SUPERVISOR**

**Supervised By:** Capacity Building Community Mobilization Program Manager

**Supervise:** 2 Direct Reports; 0 Indirect Reports

### **Position Description:**

To assure a coordinated response to the HIV/STD/Hepatitis epidemics, the reduction of new HIV, STDs, and viral hepatitis diagnoses, and to address STD/HIV/viral hepatitis capacity building needs, the Capacity Building Supervisor will be responsible for the development and implementation of STD/HIV/Hepatitis Program's (SHHP) long term capacity building and training strategy. This position will provide oversight for capacity building within SHHP and amongst OPH and community partners in partnership with the Capacity Building and Community Mobilization Manager. The Capacity Building Supervisor will oversee the work of Capacity Building Specialists and as a team leader, will assess the need for and provide high quality STD/HIV/Hepatitis, cultural humility, and professional and organizational development training is provided across the state. This position will be part of a leadership team working to increase health equity through the support of equity affirming organizational practices at SHHP and our community partners.

### **Duties to include but not limited to:**

20% - Conduct and oversee the coordination of relevant trainings as necessary to meet SHHP and community partners' capacity building needs such as training on HIV/STD/HCV testing, cultural humility, U=U, organizational and leadership development; and strategies to increase equity; manages all external requests for capacity building and works with the CDC Capacity Building Branch to ensure provision of training and technical assistance.

15% - Monitor and oversee the activities and duties of at least two Capacity Building Specialists; Responsible for ensuring that those Capacity Building Specialists produce high quality work, maintain positive working relationships within and outside of SHHP, meet deadlines for deliverables, attend and contribute in all assigned meetings and trainings. Capacity Building Supervisor assures that staff has access to professional development opportunities and works with staff to identify areas for growth and a plan to realize professional development goals.

15% - Implement internal leadership and mentoring program for supervisors and managers to enhance staff's ability for advancement and strengthen management skills for existing leadership; coordinate initiative with the Capacity Building and Community Mobilization Manager to ensure development of entry-level staff and promote readiness for professional advancement.

10% - Provide leadership for SHHP's Health Equity Action Team (HEAT), build health equity understanding and capacity across SHHP, support equitable leadership development within HEAT. Ensure HEAT meets monthly, create agenda for and facilitate the meetings, manage all HEAT projects and tasks to ensure work moves forward and deadlines are met; provide timely updates to SHHP Management team

regarding HEAT goals, progress, and challenges. Work with other programs in Bureau of Infectious Diseases to foster collaboration and continuity of equity projects.

10% - Institutionalize and maintain equity processes such as annual organizational assessments, recruitment and interviewing procedures, and on-boarding systems; develop internal procedures such as recruitment strategies and interview questions to foster staff equity, diversity, and inclusion. Manage monthly staff orientation for new and existing staff to increase understanding of STD/HIV disparities and organizational hierarchy and funding; oversee and implement opportunities for increased staff cohesion, cross-unit functionality, and the continued development of professional relationships.

10% - Assess capacity building needs within SHHP and for community partners at least annually; identify, disseminate, and collect capacity building needs assessments; work with Evaluation Unit to analyze results and report collective and individual agency findings.

10% - Participate and represent SHHP in national and statewide meetings and conference calls (as requested or required) to stay abreast of current capacity building needs, resources, and best practices. Serve as a capacity building content expert in internal and external meetings; provide guidance and recommendations to all units within SHHP regarding capacity building or technical assistance needs. Contribute to grant writing and reports in the area of capacity building.

5% - Oversee rapid HIV/STD/HCV counselor certification process to ensure counselors meet certification requirements, oversee case management or related certifications; manage databases relevant to training and certifications; oversee logistical arrangements and scheduling for training related to certification.

5% - Other duties as assigned.

**Required Education and Experience:**

Bachelor's degree in Public Health, Health Care Management, Public Administration, Education, Sociology or related field.

Five (5) years of related professional experience; demonstrated experience coordinating statewide programs, designing curricula and facilitating trainings and/or meetings related to health equity and at least 3 years of supervisory experience.

**Required Knowledge Skills and Abilities**

Public speaking required. – Advanced

Superior verbal and written communication skills. – Advanced

Ability to perform duties that require a high level of flexibility and interpersonal skills. – Proficient

Willing to interface with diverse levels of personnel. – Proficient

Ability to read and interpret policy and research material relating to the development, coordination, and evaluation of equity informed programs. – Advanced

Ability to observe and assess personnel, programs, resources, and services. – Advanced

Ability to formulate and communicate action plans, schedules, and time lines relating to planned programs to personnel and various entities statewide. – Advanced

- Ability to function in a high pressure environment and to meet stringent deadlines in completing projects/tasks. – Proficient
- Ability to effectively present complex information and respond to questions from groups, managers, other professionals and the general public; strong written and verbal communication skills and experience preparing grant proposals and progress reports required
- Ability to adequately use diplomacy in communications among internal and external agency staff members and others; ability to define problems, collect data, analyze data to establish facts and draw valid conclusions; and ability to interpret and deal with several abstract and concrete variables during decision making processes.

**Preferred Education and Experience:**

- Master's degree in Public Health, Health Care Management, Public Administration, Education, Sociology or related field.
- Three (3) years of previous experience directly related to HIV/STD prevention or services and prior experience working with federal CDC grants related to HIV/STD and five (5) years supervisory experience are preferred.

**SUBSTITUTIONS:**

Six years of full-time work experience in any field may be substituted for the required baccalaureate degree. Candidates without a baccalaureate degree may combine work experience and college credit to substitute for the baccalaureate degree as follows:

A maximum of 120 semester hours may be combined with experience to substitute for the baccalaureate degree. 30 to 59 semester hours credit will substitute for one year of experience towards the baccalaureate degree.

60 to 89 semester hours credit will substitute for two years of experience towards the baccalaureate degree.

90 to 119 semester hours credit will substitute for three years of experience towards the baccalaureate degree.

120 or more semester hours credit will substitute for four years of experience towards the baccalaureate degree.

College credit earned without obtaining a baccalaureate degree may be substituted for a maximum of four years full-time work experience towards the baccalaureate degree. Candidates with 120 or more semester hours of credit, but without a degree, must also have at least two years of full-time work experience to substitute for the baccalaureate degree. Graduate training with eighteen semester hours in one or any combination of the following fields will substitute for a maximum of one year of the required experience on the basis of thirty semester hours for one year of experience: public health; public relations; counseling; social work; psychology; rehabilitation services; economics; statistics; experimental/applied statistics; business, public, or health administration.

Submit Cover Letter and Resume **by March 24, 2023** to: [SHP\\_Resumes@la.gov](mailto:SHP_Resumes@la.gov)