

Title: **Support Services Monitor**

Projected salary: Negotiable commensurate with experience

Job description highlights:

Southeast LA Area Health Education Center (SELAHEC), in conjunction with the LA Office of Public Health STI/HIV/Hepatitis Program (SHHP), seeks applicants for a Support Services Monitor.

Successful candidate will join a team who share a passion for serving people living with HIV.

The successful candidate will be responsible for implementing uniform program policies and service definitions, disseminating program guidance, standardizing service delivery to clients in order to improve health outcomes, reviewing service utilization and epidemiological data to make recommendations for program improvement, assisting in providing guidance to leadership as needed, and provide consistent monitoring and evaluation of the service provider agencies. Further duties include overseeing the coordination and local implementation of the Ryan White Part B-funded services and activities funded under the Housing Opportunities for Persons with AIDS (HOPWA) through subrecipient monitoring. Monitoring is a required activity to ensure compliance with statutory requirements, regulations and guidance as mandated by the funding sources for support services provided to people living with HIV in Louisiana. Other essential monitoring activities involves monthly review of support service invoices and coordination related to processing invoices. Position includes duties related to training recommendations, policy research, coordination with evaluation and data activities, promoting SHHP programs and support of strategic plans.

The overall goal of these efforts is to improve the health outcomes of persons accessing Ryan White and HOPWA services and an increase in client transition to self-managed care.

Equal Opportunity Employer/Affirmative Action (EOE/AA) Employer

Location: New Orleans, LA; some telework flexibility may be an option.

Qualifications:

Required: 3 years related professional experience and excellent verbal and written communication skills

Preferred: 3 years related professional experience; demonstrated experience coordinating complex health-related programs of regional or statewide scope; experience in direct service provision. Social work experience is a plus.

Other notes: Full time, involves some regional travel

Submission of cover letter is required.

Send cover letter, resume and three professional references to SHP_Resumes@la.gov

Salary range: 50-70k, commensurate with experience

Job Type: Full-time

Pay: From \$50,000.00 per year

Benefits:

- 403(b)
- Dental insurance
- Health insurance
- Life insurance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- related professional: 3 years (Required)
- verbal and written communication skills: 3 years (Required)

Work Location: In person