

# **SOUTHERN ARIZONA AIDS FOUNDATION**

## **DIRECTOR OF CLINICAL & PREVENTION SERVICES JOB DESCRIPTION**

### **Scope of Work:**

The Director of Clinical & Prevention Services coordinates service delivery for all clinical and prevention services and supervises paid staff. The Director of Clinical & Prevention Services plays a lead role in determining, in concert with the CEO and Board, the direction of department programs. The Director of Clinical & Prevention Services is responsible for grant proposal and contract report preparation as well as for long term planning, design, implementation, and evaluation of agency programs.

The Director of Clinical & Prevention Services will lead and supervise prevention programs, including laboratory testing, PrEP navigation, syringe access, and others. The Director of Clinical & Prevention Services will lead and supervise clinical services, including clinical providers of service.

The Director of Clinical & Prevention Services plays a lead role, in concert with the CEO and Board, in the strategic growth and sustainability of clinical services. This includes building and growing primary care, prevention, and other clinical care services; overseeing revenue generation from clinical services, such as billing for services and 340B pharmacy program; and sustaining community partnerships in medical care.

The Director of Clinical & Prevention Services is a full-time exempt position.

### **Functional Responsibilities:**

- Ensures delivery of all Clinical & Prevention Services programming through coordination of paid and volunteer staff.
- Takes primary responsibility for Clinical & Prevention Services program design, implementation and evaluation.
- Takes primary responsibility for clinical operations, including ensuring appropriate licensing, malpractice, infrastructure, and technology; developing clinical protocols; establishing and maintaining relationships with other clinical providers and programs; developing sources of revenue; and working with CEO and Board on possible application for FQHC look-alike status.
- May provide direct clinical services to patients if qualified.
- Develops and monitors budgets for Clinical & Prevention Services in collaboration with Program Managers/Coordinators.
- Ensure administration and reporting on contracts and grants in Clinical & Prevention Services areas.

- Ensure data collection, compilation, analysis, and projections for Clinical Services & Prevention areas.
- Works with Grants Coordinator and other program staff in preparing and managing funding proposals, contracts and reports as required.
- Works with Director and Development and CEO to raise private individual and charitable contributions to support Clinical Services & Prevention.
- Ensures staff and volunteer development and contract training compliance through skill enhancement programs and training.
- Facilitate quality assurance/improvement in Clinical & Prevention Services.
- Liaisons with and develops partnerships with other community providers of clinical and prevention services for appropriate referral services.
- Works with CEO and Board on strategic growth and sustainability of Clinical Services & Prevention areas.
- Serves as member of the Executive Leadership Team in providing new direction for the agency as a whole.
- Interfaces with media as needed.
- Performs other duties as assigned.
- Reports to the CEO.

**Minimum Qualifications:**

- Bachelor's degree and 3 years' experience with leadership in clinical operations, such as a clinical provider, nursing leadership role, or other clinical operational leadership.
- Three years' experience in supervisory and management roles.
- Substantive experience in grant and contract administration.
- Excellent oral and written communication skills, including successful grant writing.
- Sensitivity to cultural and personal differences in age, ethnicity, gender/gender identity/orientation and lifestyle.
- Excellent organizational skills.

**Preferred Qualifications:**

- Master's degree in relevant field. Clinical experience, such as a nurse practitioner or equivalent.
- Understands and values volunteer driven programs and the supervision of volunteers.
- Lived experiences as a member of the LGBTQ+ and/or BIPOC community.
- Significant experience designing and coordinating prevention programs.
- Experience with soliciting private individual and foundation charitable contributions.
- Ability to work effectively with a wide variety of individuals, including volunteers, staff, clients and general public.
- Bilingual/bicultural (English/Spanish).

**Compensation:**

Compensation DOE; benefits include health, dental, and life insurance; 401(k) with matching, long- and short-term disability insurance.

**To Apply:**

Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of Operations, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org). Open until filled.

**Affirmative Action:**

The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

**Start Date:**

Not before July 1, 2021.