



MANAGER OF HEALTH SERVICES JOB DESCRIPTION

SCOPE OF WORK

The Manager of Health Services is a full-time, exempt management position that reports to the Administrative Director. This role also serves as the Clinic Administrator and oversees the implementation of all health services within The Center. In collaboration with the Medical Director and the Nurse Practitioner, the Manager oversees the operational/regulatory compliance of the clinic. Additionally, this individual fosters partnerships with communities, organizations, health professionals, and health care providers. The Manager of Health Services will exercise independent judgment with support from the leadership team. The ideal candidate will have extensive knowledge of local community resources, outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ individuals), and excellent interpersonal skills. This individual will be required to attend continuing education, training, seminars, in-service workshops, and other professional development opportunities to stay abreast of relevant literature and to maintain familiarity with trends/changes in public health and prevention services.

I: FUNCTIONAL RESPONSIBILITIES

A: Leadership:

1. Participate in team/department, interdisciplinary and staff meetings.
2. Oversee departmental performance goals and objectives.
3. Coordinate and supervise the implementation of all health activities.
4. Maintain relationships with internal and external LGBTQ+ direct service providers.
5. Manage and update policy and planning documents concerning the department's work, addressing current and future public health impact issues.
6. As needed, represent the department in public forums to promote inclusive/affirming public health policies and objectives.
7. Other duties as assigned.

B: Program Development, Delivery, and Evaluation:

1. Assist with evaluating programs to determine effectiveness in achieving established goals and efficiency in meeting objectives.
2. Maintain departmental policies and budgets to support department goals.
3. Produce regular and special programmatic reports.

C: Department Operations:

1. Work with the leadership structure to achieve the department's goals and objectives.
2. Provide interpretation, and revision of the department's policies and procedures.
3. Ensure interconnectedness and teamwork.
4. Foster a strong service culture through modeling and mentoring.

D: Personnel:

1. Adhere to The Center's personnel policies and procedures.
2. Schedule staff shifts and tasks on a monthly basis
3. Provide coaching opportunities to help in the professional development of staff.
4. Lead individual and group supervision meetings for staff according to Center policies.

II: MINIMUM QUALIFICATIONS

- At least five (5) years of experience in sexual health education, HIV prevention, and STI screening, with at least two (2) of those in a team management role.
- Two (2) years of progressive professional experience in program implementation and evaluation.
- One (1) year of progressive professional experience in project management resulting in measurable success and program growth.
- Ability to pass FBI background check.
- Must have access to reliable transportation, a valid driver's license, and a driving record supporting The Center's liability insurance provider.

III: COMPENSATION

- The starting salary for this position is \$28.
- Other benefits include (medical, vision, dental, paid sick time, vacation, holidays, 401K with employer contribution)
- Optional benefits include (critical life/illness and legal insurance)

IV: AFFIRMATIVE ACTION STATEMENT

The LGBTQ Center Long Beach (The Center) is an Affirmative Action/Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and any other characteristic(s) protected under local, state, or federal laws in any of its hiring practices and activities. The Center makes all employment decisions without regard to any of these characteristics.

V: HOW TO APPLY

Please submit a cover letter, resume, and three professional references to Ismael Salamanca, Director of Health Services, by email to isalamanca@centerlb.org

Incomplete application will not be considered.