



Job Posting EPIC Program Manager

JOB SUMMARY

According to the organization's overall needs, the Program Manager is responsible for leading and developing the Substance Abuse department, including but not limited to oversight of the Empowering Positive Innovative Change (EPIC) Program. In addition, the manager will lead the facilitation of the Holistic Health Recovery Program (HHRP) groups, conduct client surveys, provide appropriate community referrals, review client screening results, and supervise program staff.

PRIMARY DUTIES

- Coordinate and manage the operation of the EPIC program.
- Manage operations of the HHRP intervention within the EPIC program.
- Coordinate, train, and manage the Behavioral Counselor, the Prevention and Outreach/Recruitment Specialist, the Lead Project Specialist, and Interns working within the programs
- Provide group and individual services to clients in the EPIC program
- Ensure program efficiency, availability, access, and outreach
- Establish and maintain linkage agreements with client referral sources
- Collaborate with the Director of Finance and Operations, providing administrative oversight of the department budget
- Maintain required records, files, and forms in an organized manner and per State, Local, and Federal Guidelines
- Participate in staff meetings and complete necessary trainings as determined by the Director of Client Services and grantors
- Other related duties as assigned by the Director of Client Services

REQUIRED:

- Masters degree with clinical and administrative experience in Social Work, Psychology, or Public Health
- Five years of related experience in substance abuse counseling or equivalent combination of education and experience
- Program development and supervisory experience
- Five years of management experience
- Minimum of 5 years working in the field of HIV/AIDS
- Strong interpersonal, organizational, written, and verbal communication skills
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- Regular and predictable attendance is required, and one must be able to work extended hours, including weekends, early mornings, evenings, and holidays according to the demands of the role.
- Demonstrated cultural competence in working with youth, people of color, and the LGBTQ community, as well as experience and knowledge working with those living with and affected by HIV/AIDS
- Understanding of HIV/AIDS, STD, TB, Drug, and Alcohol prevention-related psychosocial issues
- Excellent people skills and an upbeat and enthusiastic attitude
- Strong interpersonal, organizational, and written and verbal communication skills
- Ability to work independently with accountability; exercise sound judgment and discretion
- Strong critical thinking and reasoning skills

PREFERRED:

- LCSW or LCPC preferred
- Certified HIV Pre-Post Test Counselor
- HCV Testing Certification

Salary Range:

\$45,000 - \$55,000

Send resume and cover letter to: j.supple@tpan.com

COVID Policies: Vaccination Required

Office Model: Hybrid (Virtual and Office)