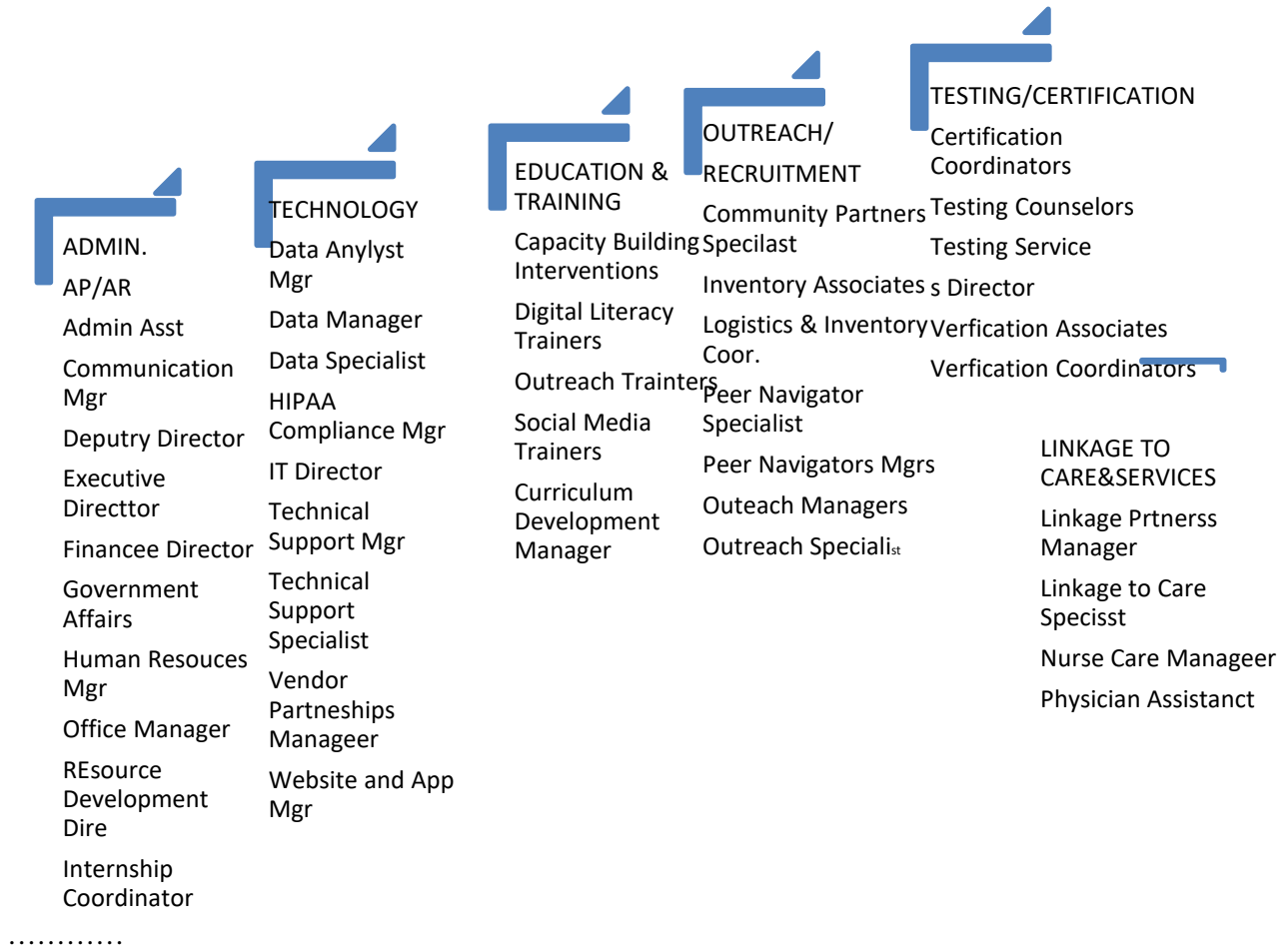


HIPAtlanta Outreach Management System (OMS) Workforce, Roles & Responsibilities

New Employment Opportunities



A. **Academic – Bachelors, Masters and Ph.D, Technical Colleges** – Administration, IT, Outreach, Training, Testing, Linkages

B. **High School Diploma and GED** – Administration, Trainers, Outreach, Testing and Linkage to Care

C. **Second Chance** – IT, Outreach, Testing, Linkages and Training

D. **Veterans/Seniors & Youth-** Administration, IT, Outreach, Training, Testing, Linkages

**HIPAtlanta Outreach Management System (OMS)
Workforce, Roles & Responsibilities**

The Initial Team			
The Team	Reports To	Hiring Status	Responsibilities
Board of Directors	Funders	Complete	Executive Director reports directly to the Board, implements financial protocols including audits, develops personnel guidelines, facilitates strategic plan development and implementation.
Executive Director – Greg Smith	Board of Directors	Completed	Executes the community cooperative agreement, hires staff, manages contract deliverables and monitors progress and evaluation, recruits advisory committee participants. Responsible for program implementation, team development, resource development, partnership and model replication
Finance Manager	Executive Director	New Hire	Grants monitoring, fiscal governance A/R & A/P, human resources
Security Technology Advisory(Consultants)	Board and Exec. Dir.	SubContract	Facilitates the shaping and evaluations of the program’s effectiveness, HIPAA compliance and security. Reports filed with the Board of Directors
Administrative Assistant		New Hire	Assigned to work closely with Finance Manager, Phone system mgmt., incoming mail coordination, A/R
Information Technology Director	Executive Director	New Hire	Reports to the Exec Dir., facilitates the securing electronic devices, developing and/or incorporates software to achieve programmatic goals, collaborates with technology advisors on security, platform efficiency and data controls. Responsible for provides weekly data reports (i.e. outreach, incoming text, partner referrals). Development of training curriculum.
Data Management Coordinator	IT Director	New Hire	Reports to the IT Dir., responsible for data management, security ID and Password assist, communicating with network partners, outreaching to technology community and outreach staff tech assistance. Manages data collection tools, development, testing, storing and security works closely with IT Director and Exec. Dir in developing project

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The Initial Team			
The Team	Reports To	Hiring Status	Responsibilities
			partnerships
Texting Manager	IT Director	New Hire	Collaborates with the Exec. Director to achieve program goals, manages texting center activities, trains staff, attends grant meetings, and recruits advisory committee participants. Monitors texting center activity.
Texting Specialist	Texting Mgr.	New Hire	Reports to coordinator, responds to incoming texts, collects data, and collaborates with interns and/or service providers. Facilitates HIV Testing in office.
Social Media Manager	IT Director	New Hire	Manages the implementation, training and curriculum development for social media management system.
Social Media Peer Specialist	Social Media Mgr.		Facilitates social media activities, monitors encounters, hashtags and provides curriculum assistance.
Peer Navigators Managers	Exec. Dir.	New Hires	Manages the peer navigators and collaborates with coordinator in curriculum development
Peer Navigators	Peer Nav. Mgr.	New Hires	Facilitates linking encounters to testing services, linkage to care and/or social determinants of health
Outreach Services Coordinator	Executive Director	New Hires	Reports to the Exec. Dir., facilitates outreach safer sex kits, cultivating outreach locations, community with local law enforcement and city/county officials, liaison with key community leaders and community service agencies. Reports weekly to the Exec. Dir. deliverables challenges and needs.
Outreach Specialist	Outreach Coordinator	New Hires	Reports to the OSC, works primarily in the evenings and weekends, facilitates safer sex kit distribution, data collection and provides on-site free HIV Testing. Assist volunteers making safer-sex kits.
Interns – assigned from the Universities Schools of Public Health and Technology Colleges will play an intricate part in program activity.	Executive Director And/or designated coordinator		MSW/LCSW – assigned to linkage to care to assist in health department partnerships, data analysis and mental health agency relationships. Reports to Linkage to Care Coordinator and supervised by MSW/LCSW

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The Initial Team			
The Team	Reports To	Hiring Status	Responsibilities
			<p>MPH – assigned to outreach services to assist in need assessments, community challenges, curriculum development and model duplication. Reports to Outreach Services Coordinator and supervised by MPH.</p> <p>IT/Computer Science – assigned to IT Director i.e. data management, development, deployment and security.</p> <p>Volunteers – assigned to outreach, general office, linkage, some volunteers will be trained to provide Pre & Post Test HIV counseling and testing, Texting Center services and data management.</p> <p>Community Service Workers – assigned by the courts to complete this service will be determined on skill set and security challenge. Opportunity to recruit into crime prevention services program and/or workforce development efforts. Reports to Program Coordinator approval required by Exec. Dir.</p>

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