

How to Read a Global Health Job Description

This is a sample job description. Please see page two to read about how to dissect a job description and why it's important.

POSITION SUMMARY: The DREAAM Program Manager

works with the Director of Community Engagement to design, develop, and implement new, innovative, and data-driven HIV Prevention and Intervention programs for young (18-30) Black/African-American Men who have Sex with Men (YBMSM) in San Francisco. The DREAAM Program Manager is responsible for overseeing the program, including ongoing budget oversight, program design, development, and implementation, case management, HIV Prevention activities community partnership development, and mentorship and leadership development of junior staff and clients. This is a regular, full-time, exempt position that requires consistent evening and some weekend work.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Include the following. Other duties may be assigned.)

1. **Leadership:** Assume a strong leadership role in the strategic design, development, and implementation of new programming for DREAAM, in collaboration with other staff as appropriate.
2. **Program Oversight:** Work closely with DREAAM program team to develop and deliver an effective and culturally competent case management program, HIV testing and linkages to supportive services for substance use, primary and behavioral health, housing, food security, and job skills and employment services. Oversee DREAAM program's budget. Oversee HIV for this population and manage contract deliverables. Evaluate program process and outcome objectives. Produce accurate and timely reports to ensure contract compliance. Recruit, train and supervise DREAAM Program Coordinator and volunteers.
3. **Relationship Building/Community Development:** Develop, maintain, and nurture strong collaborative working partnerships with other providers of services to this population. Partner with SFDPH and local healthcare providers to increase cultural competence as it relates to YBMSM. Work closely with junior staff to identify, develop, produce and/or support community events that effectively engage YBMSM. Collaborate closely with other programs within SFAF that engage Black and/or HIV-impacted populations.

Other Skills and Abilities: Experience with HIV Prevention program design, engagement with Black/African-American youth, engagement with LGBTQIA populations, leadership development, engagement with individuals with cognitive deficits and/or substance use. Proven ability to build coalitions and facilitate successful community mobilization. Demonstrated ability to work in a multi-cultural, highly diverse setting. Ability to operate a computer and proficiency with Microsoft Office. Commitment to social change or social justice. Experience working with HIV-impacted populations highly preferred.

EDUCATION AND/OR EXPERIENCE: Requires Master's Degree (MPH, MPP, MPA) and 2 years of community partnerships experience in a public health setting or an equivalent combination of education and experience. This position will have access to protected health information (PHI) and may only access, use or disclose the minimum information necessary to perform their designated role on behalf of San Francisco AIDS Foundation, regardless of the extent of access provided.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

The San Francisco AIDS Foundation is an Equal Opportunity employer. We actively seek applications from people living with HIV/AIDS, and other disabilities, women, gay men, lesbians, transgender, queer and people of color.

Part II: How to Read a Global Health Job Description - Dissection

POSITION SUMMARY: The DREAAM Program Manager works with the Director of Community Engagement to design, develop, and implement new, innovative, and data-driven HIV Prevention and Intervention programs for young (18-30) Black/African-American Men who have Sex with Men (YBMSM) in San Francisco. The DREAAM Program Manager is responsible for overseeing the program, including ongoing budget oversight, program design, development, and implementation, case management, HIV Prevention activities community partnership development, and mentorship and leadership development of junior staff and clients. This is a regular, full-time, exempt position that requires consistent evening and some weekend work.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Include the following. Other duties may be assigned.)

Leadership: Assume a strong leadership role in the [strategic design, development, and implementation of new programming](#) for DREAAM, in collaboration with other staff as appropriate.

Program Oversight: Work closely with DREAAM program [team](#) to develop and deliver an effective and [culturally competent case management program, HIV testing and linkages to supportive services for substance use, primary and behavioral health, housing, food security, and job skills and employment services](#). [Oversee DREAAM program's budget](#). Oversee [HIV](#) for this population and manage contract deliverables. [Evaluate](#) program process and outcome objectives. Produce [accurate and timely reports](#) to ensure contract compliance. [Recruit, train and supervise](#) DREAAM [Program Coordinator and volunteers](#).

Relationship Building/Community Development: Develop, maintain, and nurture strong [collaborative working partnerships with other providers of services to this population](#). [Partner with SFDPH and local healthcare providers to increase cultural competence as it relates to YBMSM](#). [Work closely with junior staff to identify, develop, produce and/or support community events that effectively engage](#) YBMSM. [Collaborate closely with other programs](#) within SFAF that engage Black and/or HIV-impacted populations.

Other Skills and Abilities: [Experience with HIV Prevention program design, engagement with Black/African-American youth, engagement with LGBTQIA populations, leadership development, engagement with individuals with cognitive deficits and/or substance use](#). [Proven ability to build coalitions and facilitate successful community mobilization](#). [Demonstrated ability to work in a multi-cultural, highly diverse setting](#). Ability to operate a computer and proficiency with Microsoft Office. [Commitment to social change or social justice](#). [Experience working with HIV-impacted populations highly preferred](#).

EDUCATION AND/OR EXPERIENCE: Requires [Master's Degree \(MPH, MPP, MPA\)](#) and [2 years of community partnerships experience in a public health setting or an equivalent combination of education and experience](#). This position will have access to protected health information (PHI) and may only access, use or disclose the minimum information necessary to perform their designated role on behalf of San Francisco AIDS Foundation, regardless of the extent of access provided.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT:

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A. Think like an Employer

Employers hire people because they often have an unmet need or are trying to solve a problem. Consequently, job seekers should carefully read job descriptions for clues as to what needs/problems the employer might have. Applicants should also think critically about how their background and skills could be relevant in helping an employer meet a need.

- What needs and challenges do you think this employer might be facing in delivering their services to their clients?

B. Analyze the Responsibilities and Experience section

Once you've identified employer needs/challenges, look for:

1. [Critical skill sets](#) (i.e. policy development, research, etc)
2. [Content Area](#) (i.e. HIV prevention, Young African Americans in LGBT Communities)
3. [Environmental factors](#) (i.e. urban, multicultural setting, weekend hours)

Areas of desired expertise:

1. [Education](#) or equivalent experience
2. [Additional competence/interest areas](#)
3. [Teamwork](#) and communication

C. Aligning Your Qualifications with Employer Needs:

Job descriptions are meant to help solve the employer's challenges as well as ensure efficient handing of the job responsibilities. For instance, in order to be successful managing programs for diverse clients in a community, who have special needs, and also to collaborate with other agencies and business partners, one would need to have a [desire to work with diverse populations](#), strong [organizational, communication /leadership, teamwork](#) and [coordination](#) skills.

When thinking about what to include in your application materials and how to talk about your experiences, think about employer needs and how you meet them.