



## San Francisco Department of Public Health

Grant Colfax, M.D.  
Director of Health

City and County of San Francisco  
London N. Breed  
Mayor

### **CLASSIFICATION AND TITLE: 2593 Health Program Coordinator III**

**JOB DESCRIPTION:** The Department of Public Health's Community Health Equity & Promotion (CHEP) Branch is accepting applications for one (1) temporary exempt, full-time position in class 2593 as the Coordinator of CHEP's Community Drug User Health HIV/HCV/STI Strategy and Capacity Building.

This position will coordinate the planning, development, implementation, and evaluation plan of an integrated community-based HIV/HCV/STI prevention strategy to strengthen and coordinate programs that reach people who use drugs with a focus on achieving health equity for people who use drugs. This position also oversees, provides, and coordinates technical assistance and capacity building to contractor(s) working in related areas. The strategic plan will include HIV/HCV/STI programs within all CHEP services, including the new Health Access Points which are equity focused, community centered, whole person care approach to Integrated HIV, HCV, and STD prevention programs for affected communities. The strategic plan for coordinated community-based prevention programs will be developed and implemented and meet the needs of people who use drugs in San Francisco and integrated into HIV/HCV/STI programs. This position will work with other SFDPH Population Health Division branches, coordinate with Behavioral Health Services, and include the input of community members and other key stakeholders to identify priorities, establish program objectives, coordinate related capacity building/technical services and develop implementation and evaluation plans for the project.

**LOCATION:** 25 Van Ness Avenue, Suite 650, San Francisco, CA

**SCHEDULE/SHIFT:** Regularly Mondays – Fridays; shift ranges from 8:00am-5:00pm, with occasional evenings or weekends as needed

**SPECIAL CONDITION (if any):** None

**PROJECT LENGTH:** Temporary Exempt, Category 18, Full-Time position for up to 36 months.

**ESSENTIAL DUTIES:** Under general supervision of the CHEP Director or their designee, the 2593 performs the following duties:

- Collaborates across City departments and within the DPH to plan, develop, and implement a community-based HIV/HCV/STI prevention strategy to reach people who use drugs within existing CHEP programs
- Coordinates with relevant DPH programs to develop priorities for the community drug user health HIV/HCV/STI prevention strategy
- Partners with people who use drugs and the programs that serve them to ensure the strategy is



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community-driven and based on community input

- Leads the development and management of solicitations/Requests for Proposal (RFP) process as needed to fund community program(s) that will implement programs to reach people who use drugs
- Oversees the development of the programmatic content of contract(s) resulting from solicitation processes
- Identifies needs and coordinates the technical assistance and program support for funded HIV/HCV/STI programs reaching people who use drugs and other related areas
- Leads development of standard work and a tool kit for oversight of the processes for the CHEP system of care reaching people who use drugs
- Collaborates with CHEP and Behavioral Health Services to ensure SFDPH funded community programs reaching people who use drugs are coordinated
- Coordinates evaluation of community programs and integrates findings into strategic plan and program implementation
- Oversees/provides subject matter expertise on all aspects of syringe access and disposal programs including budget, contracts, and work orders and collaborates with other City departments to ensure a comprehensive system of care
- Maintains and submits required or requested reports on CHEP's HIV/HCV/STI programs for people who use drugs to community, DPH, City and State leadership
- Represents DPH in community meetings related to community drug user health and responds to inquiries
- Oversees implementation of harm reduction training programs for CHEP/DPH staff and community
- Provides technical assistance and capacity building for CHEP staff working on DUH and related areas
- Develops and maintains effective working relationships with people who use drugs, colleagues, and stakeholders
- Other related duties as assigned.

### **DESIRED QUALIFICATIONS:**

- Three years of experience working in HIV, HCV, and/or STI prevention.
- Two years of experience working in programs reaching people who use drugs
- Two years of experience with harm reduction strategies
- One year of experience providing or coordinating training, technical assistance and/or capacity building to staff or partners
- Knowledge of principles of cultural competence/humility
- Experience partnering with people who use drugs and other key stakeholders for program development