



Position title: Hepatitis B Program Development Manager
Reports to: Chief Operating Officer
Position type: Full-Time; 35-45 hours/week, including evening and weekends as needed
Salary: \$50,000/Year, or DOE
Benefits: Health, Dental, and Vision Coverage; 401K; Generous PTO

Application deadline: Open until filled; however, priority given to those who apply before 04/15/18

WHO WE ARE:

The Hepatitis Education Project (HEP) is a Seattle-based 501(c)(3) non-profit agency committed to providing support, education, advocacy, and direct services for people affected by hepatitis and to helping raise hepatitis awareness. Driven by the values of social justice and harm reduction, our programs include Prevention and Outreach, Medical Case Management, Correctional Health, and Policy and Advocacy.

HEP is committed to being an anti-racist, anti-homophobic, anti-transphobic, anti-sexist organization.

JOB DESCRIPTION:

The Hepatitis B Program Development Manager (“Program Development Manager”) is a fulltime 1.0 FTE position that will manage the development and implementation of HEP’s program to improve hepatitis B (HBV) awareness, education, prevention and screening. The Program Development Manager will be responsible for internal and external capacity building, and collaborating with community-based organizations, health care providers, Departments of Health, corporate and foundation donors, and other key stakeholders. The Program Development Manager will oversee all aspects of HEP’s HBV services including the development of essential protocols and procedures. As a member of the Hepatitis B Coalition of WA and other national HBV networks, the Program Development Manager will engage in advocacy efforts aligned with the organization’s mission.

In this role, the Program Development Manager will also support HEP’s Outreach Program, which is responsible for identifying people living with viral hepatitis (HBV and HCV) in our community and preventing new infections through community education. The Program Development Manager will assist in providing hepatitis testing, education and vaccinations at services sites throughout Seattle and King County including housing programs, methadone clinics, syringe service programs and health fairs.

RESPONSIBILITIES INCLUDE:

- Learn and maintain knowledge of issues and trends in hepatitis epidemiology, education, public health research, health disparities, cultural competency and advocacy in order to contribute meaningfully to program development



- Engage immigrant and refugee communities with a high prevalence of HBV, and/or clients who are predominantly low income, active or former drug users, and/or people experiencing homelessness who are seeking treatment for viral hepatitis;
- Lead the preparation of grant applications and reports to secure funding for HEP's HBV Program;
- Develop and strengthen HEP's policies and procedures related to HBV testing, outreach, prevention and linkage to care;
- Develop and maintain collaborative partnerships with local and national stakeholders
- Deliver medically accurate and appropriate viral hepatitis education to patients, community members, and providers;
- Coordinate and conduct educational, screening and vaccination events, and linkage to care with partner organizations;
- Coordinate data collection materials and protocols, input data, and manage database for outcome measurement;
- Provide technical assistance and program planning for local and national coalition capacity building;
- Perform other duties as may be required to fulfill the mission of HEP.

DESIRED QUALIFICATIONS:

- Three or more years of health education, prevention and/or community outreach experience;
- Experience developing and/or managing community health programs;
- Education, work experience, or lived experience that demonstrates understanding of homelessness or unstable housing, substance use, incarceration, and/or immigrant and refugee communities;
- A strong interest in public health, health disparities, harm reduction and non-profit work;
- Ability to work with limited supervision and considerable self-direction, and as part of a team;
- Foreign language proficiency an advantage;
- Viral hepatitis knowledge preferred, but not required.

To apply, please send resume and cover letter to resumes@hepeducation.org

Resumes without a cover letter will not be considered.

For questions, please contact the Hepatitis Education Project at 206-732-0311.

People of color, LGBTQ-identified folks, and individuals whose lived experience has been affected by drug use, homelessness or unstable housing, incarceration, and/or viral hepatitis are strongly encouraged to apply.