

**Position Information**

Requisition Number	100604
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Departmental Job Title	Director of Prevention Services
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Type of Position	Staff
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Number of Positions Available	1
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Division	Biological Sciences
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Department	2012211-BSD-Medicine-Inf Diseases
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\*Standard Summary

**About the Unit**

The University of Chicago Medicine (UCM) is the main provider of HIV prevention and care services for residents of Chicago's South Side and adjacent south suburbs. UCM is located in Chicago's HIV epicenter, adjacent to many of the neighborhoods with the highest reported rates of HIV. This location makes UCM uniquely situated to test, treat, and prevent new HIV infections in a highly affected population. UCM providers currently serve more than 1,500 HIV-infected or high-risk adolescent and adult clients annually, with a particular focus on Black MSM (BMSM), adolescent and younger adult Black MSM (YBMSM), and Black transwomen. Through its Urban Health Initiative, UCM also partners with more than 30 community health centers and local hospitals in the South Side Healthcare Collaborative to connect area residents with a regular doctor for preventive care.

The Chicago Center for HIV Elimination (CCHE) at The University of Chicago, was founded with the goal of eliminating new HIV transmission events in the United States by 2041. CCHE has developed an innovative approach to HIV research & service that moves beyond traditional focus on the individual and individual risk and focuses instead on networks. CCHE utilizes social, sexual, and other networks to identify pathways of HIV transmission on the

South Side, and, more importantly, to develop strategies to leverage these networks for integrated, tailored HIV prevention interventions. CCHE's current projects involve translating this unique, network-based research to direct service work in HIV treatment and prevention. Some of these services include training peer change agents to disseminate health knowledge within their social networks, training youth leaders in community-based participatory research practice, expanding knowledge and access to new prevention technologies such as PrEP and PEP, as well as active linkage & retention services for PrEP and HIV care. Having recently launched a new community center, The Village, CCHE is also continually expanding our supportive services programming, including case management, linkage to care, support groups, and other community programs.

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#### Unit Job Summary

The Director of Prevention Services holds a leadership role in developing the new satellite location, The Village. Responsible for the day-to-day management and operations and will serve as a liaison to academic departments, professional organizations and administrative units of the University and within the field of sexual and reproductive health. Serves as a highly motivated manager and relationship builder with experience working in either an academic and/or a nonprofit research/policy center environment. Oversees staff recruitment and retention, budgeting, strategic planning and implementation.

Oversees research proposals for outside granting agencies and private fundraising. Collaborates with faculty, students, and other leaders across campus and within the sexual and reproductive health field to foster multi-disciplinary research and programming within the Center. Manages development of print and electronic resources, presentation materials, outreach efforts (via speaking engagements, events and social media) and a strong brand for the Center. Works closely with the development office, leads fundraising efforts for the Center, and supports broader fundraising efforts. Collaborates with others to make the center a valuable resource to faculty and contributes to the broad goals of creating a stronger campus community.

Working with other staff, the Director of Prevention Services will also be responsible for communications, an e-newsletter; social media and other media strategies; and website maintenance. Represents the Center and its work as appropriate and stays abreast of policy and program developments in sexual and reproductive health.

The Director of Prevention Services reports directly to the Center's faculty director.

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#### Education

Master's Degree required. PhD preferred

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#### Experience

A minimum of seven (7) years of program management or related experience required.

Experience with program planning, budget management, and staff management required

Experience in continuing education preferred.

Fundraising and development experience preferred.

Grant proposal experience preferred.

Competencies	<p>Excellent written and verbal communication skills required.</p> <p>Demonstrated administrative and coordination skills required.</p> <p>Ability to manage multiple projects in client-service environment required.</p> <p>Demonstrated leadership skills and mastery in effectively managing staff and operations required.</p> <p>Proven ability to develop long-term relationships with organizations and leaders in the government and policymaking community required.</p> <p>Strong analytical, organizational, and interpersonal skills required.</p> <p>Ability to work closely with senior University and other officials required.</p> <p>Ability to work successfully with University students, faculty, and staff required.</p> <p>Ability to multitask and manage multiple projects simultaneously required.</p> <p>Ability to work under pressure required.</p>
Required Job Seeker Documents	<p>Resume</p> <p>Cover Letter</p>
Optional Job Seeker Documents	<p>Writing Sample</p> <p>Reference Contact Info</p>
Work Location	Campus - Hyde Park
Other Work Location	
Work Schedule	Full-Time
Hours/Week	40
If other than regular hours (M-F, 8:30-5:00) please detail	Hours may vary and include evenings and weekend hours.
Benefits Eligible?	Yes

Union (If applicable):	Non-Union
Pay Grade	NA
Pay Range	Depends on Qualifications
Pay Frequency	Monthly
Does this position require incumbent to operate a vehicle on the job?	No
Is a Background Check Required?	Yes
Is Drug Testing Required?	Yes
Employee Referral Bonus Amount	None
Posting Date	05-17-2016
Remove from posting on or before	11-17-2016

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