



JOB DESCRIPTION

JOB TITLE: Senior Manager Biomedical Intervention Programs
DEPARTMENT: PrEPDAP/nPEP
HOURS: 40 hours/week
DATE: June 27, 2022

SUMMARY OF ORGANIZATION:

Since 1989, AccessHealth MA, formerly Community Research Initiative (CRI), has sponsored community-based research on HIV/AIDS and other infectious diseases. In addition to the research program, AccessHealth MA operates the Infectious Disease Drug Assistance Program (IDDAP) under contract with the Massachusetts Department of Public Health and the Boston Public Health Commission. This program, funded by both federal and state dollars, is one of the most comprehensive programs of its kind in the country, and provides access to HIV-related medications to under- or uninsured clients through the HIV Drug Assistance Program (HDAP). The Comprehensive Health Insurance Initiative (CHII) also provides health insurance for individuals with HIV/AIDS who are otherwise unable to access coverage. HDAP and CHII serve as key programs within the larger umbrella of IDDAP programs. Additional components include coverage of the costs of tuberculosis drugs (TB Drug Assistance Program); an HIV prevention program, the Pre-exposure Prophylaxis Drug Assistance Program (PrEPDAP); and the non-occupational Post-Exposure Program (nPEP), designed to prevent HIV transmission through timely access to medications following potential exposure to HIV.

JOB SUMMARY:

The Senior Manager of Biomedical Intervention Programs oversees the Pre-Exposure Prophylaxis Drug Assistance Program (PrEPDAP); and the non-occupational Post-Exposure Prophylaxis Program (nPEP Program), managing staff and working with internal and external stakeholders to broaden the reach of these two expanding programs and providing trainings to a wide range of staff. Stays abreast of the rapidly evolving national and Massachusetts context of HIV biomedical intervention provision, including state and national policy, changes in drug pricing and regulations, the PrEP drug development pipeline, changes in health insurance/prescription drug coverage, and pharmaceutical patient assistance programs all with the lens of the potential impacts for the programs.

QUALIFICATIONS:

EDUCATION:

College degree required; graduate degree preferred

EXPERIENCE:

At least 5 years' experience at health/benefits advocacy agency, HIV-related organization, health insurance company, benefits office in public or private company, or health care setting preferred. Expertise in and/or

knowledge of benefits/entitlement programs required. Familiarity with health care settings, AIDS service organizations a plus.

SKILLS NEEDED/OTHER:

Interest in public health policy. Strong organizational and communication skills, including experience and ease with public presentations, a must. Excellent telephone manner and computer/data entry skills required. Ability to work independently and accurately in a fast-paced environment while handling multiple priorities. Detail-oriented, flexible, dependable, and creative. Ability to work with diverse clients, community providers, public health officials and health advocates. Demonstrated ability to work effectively, both independently and as part of a team, with a sense of enthusiasm. Working knowledge of Microsoft Office, Access

ACCOUNTABILITY:

This position reports to the Program Director, IDDAP.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Represents IDDAP HIV Biomedical Intervention Programs (PrEPDAP/nPEP) with external stakeholders including MDPH and other federal, state, and municipal public health officials, clinical sites, pharmacies, physicians, community-based organizations and others;
- Stays abreast of the rapidly evolving national and Massachusetts context of HIV biomedical intervention provision, including changes in drug pricing and regulations, the PrEP drug development pipeline, changes in health insurance/prescription drug coverage, and pharmaceutical patient assistance programs;
 - Keeps senior management informed of these developments;
- Communicates regularly with MDPH and other jurisdictional public health officials about these changes;
- In close collaboration with program funders, strategizes program expansion through additions of sites and/or expansion of services provided through pilot collaborations or programs;
- Develops and maintains relationships with external constituencies to ensure that the Massachusetts PrEPDAP/nPEP programs may adapt quickly to the changes referred to above;
- Represents PrEPDAP/nPEP Programs internally at AccessHealth MA, including collaborations with BRIDGE, NEAETC, data/IT team, Accounting, Research, Communications/Development and other IDDAP programs;
- Uses workplans and other tools for tracking and ensure all deliverables are met/re-prioritized as necessary; takes meeting minutes, and coordinates projects/tasks accordingly (as a shared responsibility).
- Provides input and guidance on the electronic application submission system and other technological systems as needed.
- Manages PrEPDAP/nPEP Assistant Manager.
- Manages coordination with BRIDGE team to ensure effective and integrated service delivery for PrEPDAP/nPEP clients requiring specialized benefits navigation;
- Responds to high-stakes PrEPDAP/nPEP cases triaged from PrEPDAP/nPEP program staff, especially urgent and time-sensitive cases and those with broad policy implications;
- Manages development of program policies and procedures to respond to client and stakeholder needs ever more effectively;

- Oversees PrEPDAP/nPEP staff contributions to outreach efforts to health care sites and community-based organizations, including presentation of information on public and private health insurance and benefits programs to case managers, other providers, and consumer groups;
- Conducts trainings to external stakeholders;
- Updates and improves training materials and other documentation relating to PrEPDAP/nPEP in collaboration with BRIDGE and Communications/Development staff, as needed;
- Oversees timely processing of PrEPDAP and nPEP claims by staff and work with Accounting to improve and optimize billing processes; works on fiscal projections for the programs
- Works with data/IT team and database developers to improve program database and other technological tools;
- Collaborates with data team members to prepare and revise PrEPDAP/nPEP data and narrative reports and to develop and improve PrEPDAP/nPEP program reporting capacity for internal and external constituencies;
- Oversees operations of AccessHealth MA's after-hours on-call line, providing training to ensure that all staff can triage nPEP and PrEPDAP calls sensitively and appropriately;
- Develops policies and protocols to respond to urgent PrEPDAP/nPEP client needs more effectively after hours;
- Develops policies and protocols for PrEPDAP/nPEP operations and oversee write-up of these policies and procedures for integration into program SOPs;
- Ensures PrEPDAP/nPEP team prioritizes timely processing of client requests and claims to maximize immediate (nPEP) or same-day (PrEPDAP) access to medications;
- Assesses PrEPDAP/nPEP team training needs and works with other AccessHealth MA staff to ensure team members can engage in continuous learning through internal and external trainings. Goals are to more effectively respond to PrEPDAP/nPEP client needs, including continuously improving the team's understanding of health insurance and other benefits, to streamline PrEPDAP screening and enrollment functions and improve referrals to the BRIDGE team.

To apply, please email a cover letter and resume to Randie Kutzen, jobs@accesshealthma.org

AccessHealth MA IS AN EQUAL OPPORTUNITY EMPLOYER: AccessHealth MA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, gender, religion, national origin, disability, veteran status, age, marital status, sexual orientation, gender identity, genetic information, or any other class protected by federal or state law (EEO/AA).

AccessHealth MA is a mission-driven, non-profit public health organization. Our values aim to support social justice, racial equity, inclusion, diversity and public health efforts. AccessHealth MA staff share a growth mindset and are committed to doing a better job of fighting structural racism and racial injustice within our organization, for the communities we serve, and in our lives. We support BIPOC, HIV and LBGTQ+ communities and are actively seeking to be better allies to individuals who are part of those communities, by creating equitable access to resources and services. One of the ways we are assessing and addressing our organizational impact on racial equity is by engaging with All Aces, Inc., a DEI Transformation company with self-learning courses and instructor guided workshops. All Aces' transformation framework has yielded many benefits for companies engaged in DEI work across various industries. At AccessHealth MA this work is driven by the leadership of our DEI Task Force. AccessHealth MA supports and stands with Black Lives Matter and recognizes Juneteenth and MLK Day as important holidays. We believe individuals and communities most impacted by HIV and other infectious diseases should lead this work. We highly encourage BIPOC, trans and gender diverse, queer, HIV positive, TB survivors, those in recovery, those with prevention experience, people with disabilities, people with sex work experience, and those with lived experience to apply.