



Administrative Consultant

Management Strategists Consulting Group, LLC (MSCG, LLC) is currently recruiting administrative consultants to conduct onsite reviews to assess compliance with requirements of Health Resources and Services Administration's (HRSA) HIV/AIDS Bureau (HAB) Ryan White programs. The administrative consultant serves as a content expert for the delivery of HIV/AIDS care, treatment and support services for Parts A, B, C, D and F-Dental funded programs. The administrative consultant is responsible for assessing RWHAP funded programs and have the ability to provide on-site technical assistance to recipients in the areas listed below. The résumé/CV shall clearly demonstrate the extent of involvement in program management and the consultant shall have at least five (5) years of progressive leadership responsibilities. Persons with administrative leadership experience specific to Ryan White funded programs are preferred. Specifically, qualified persons shall explicitly state in their résumé/CV verifiable knowledge and experience in a managerial/leadership role.

- 45 CFR 75
- Ryan White Policies and Procedures (HAB PCNs)
- Human Resources Practices (Job Descriptions, Provider Credentialing)
- Day to Day Processes of "Clinic Flow" and Structure
- Assessment, Development and Evaluation of Administrative Infrastructure
- Programmatic Assessment of IT Security Procedures
- Ryan White Service Reports (RSR) Data Collection and Submission Systems
- HIV Care Continuum
- Systems of Care Coordination
- Social Security Act and Maternal Child Health Services
- CDC and HRSA Integrated HIV Prevention and Care Plan, including the Statewide Coordinated Statement of Need Accessibility, Confidentiality and Cultural Competency Practices
- Federal Grants Management
- Evolving healthcare landscape and the impact on Ryan White Service Delivery

Consulting assignments are generally 2-3 days at a Ryan White grant recipient site and includes a consultant team of no more than 3 experts. 24 hour travel assistance provided. Timely payment and reimbursement. Bi-lingual clinicians are also strongly encouraged to apply.

Please contact Kathie Baldwin, MSCG, LLC Project Manager at kbaldwin@imstrategists.com or 571-343-4890 ext. 109. Please visit <https://www.mscginc.com/consultant/createuser.aspx> for more information.