

Title of Position: SAMHSA Program Coordinator (Youth Prevention Navigator)

Division: SAMHSA

Status: Full-time/Non-Exempt

Job Duties & Responsibilities: The SAMHSA Program Coordinator (Youth Prevention Navigator) will support the YASSS program. The Coordinator is responsible for providing leadership required to support the daily operations of the SAMHSA YASSS program. The position responsibilities include a wide range of activities related to performance and regulatory compliance. The position reports to the Programs Manager and assists with operational aspects of the program while ensuring the delivery of excellent customer service per the Mission, Vision, and Performance Standards of Via Care.

Essential Functions:

- Attend YASSS Community Advisory Board meetings
- Train and attend trainings on policies/procedures, assessment tools, EBP's, data collection; HIV testing/counseling
- Initiate outreach, engagement, recruitment strategies with Programs Manager
- Recruit Peer Prevention Leader (PPL) Core Group (8-12 YMSMT) for year 1, then again for years 2-5
- Oversee and facilitate PPL Core Group. Includes but is not limited to:
 - Developing education training for PPL
 - Monitoring the integration of screenings and assessments with PPL
- Assist with the initiation of HIV/STI/VH counseling/testing services
- Integrate navigation services that link clients to care/treatment and wraparound services
- Input data into system surrounding HIV Rapid testing & counseling
- Input SBIRT data into tracking system for participants
- Assist with the development and launch of public messaging/awareness campaign/online social media campaigns used to recruit for outreach events
- Initiate first Social/Formal Outreach Events; M-groups
- Maintains appropriate documentation regarding assessments and treatment rendered in accordance with utilization review standards issued by healthcare regulatory agencies
- Maintain accurate record-keeping, client tracking, data collection, and monthly reports
- Maintains appropriate documentation for budgetary use
- Perform additional duties as assigned

Skills and Abilities:

- Ability to effectively develop and nurture relationships with a diverse group of stakeholders
- Ability to work independently and coordinate multiple tasks
- Strong computer skills with proficiencies in Outlook, Word, PowerPoint, Excel, internet-based applications, and the Microsoft operating system
- Ability to manage time and meet deadlines
- Excellent verbal and written communication skills.
- Ability to maintain accurate records and necessary paperwork.

- Ability to learn and apply training instruction.
- Ability to maintain strict standards of confidentiality with regard to patient information.
- Ability to maintain a calm professional demeanor and make independent judgments

Qualifications for Position:

- Minimum Education/Training: Bachelor's degree in relevant arena and/or an equivalent combination of education and related working experience.
- Minimum Experience: At least two years of experience providing coordination to grant and program activities and service, and knowledgeable about the population of focus.
- Previous experience working in sexual health and HIV education, substance use, and outreach highly desired
- Previous experience working with youth and LGBTQ+ identified youth highly desired
- Flexible to a newly developing program
- Applicants fluent in Spanish are strongly encouraged to apply

Reports To: Programs Director

Personal Qualities: Familiarity with the adaption and implementation of evidence based and promising practices around substance abuse, mental health, and HIV in the context of youth.

Travel required or Special Conditions:

- Must have a reliable automobile for use on the job (mileage to be reimbursed);
- Subject to a criminal background check prior to employment;
- Must possess valid California Driver License;
- Must have and maintain State required automobile insurance coverage; and
- TB and post-employment physical clearance, to be renewed every year

Salary Range: \$30,000-\$50,000 depending on education and experience

Work Schedule/Hours: 8:00am – 5:00pm daily with some evenings and weekends required