



APLA Health's mission is to achieve health care equity and promote well-being for the LGBT and other underserved communities and people living with and affected by HIV. We are a nonprofit, federally qualified health center serving more than 14,000 people annually. We provide 20 different services from 15 locations throughout Los Angeles County, including: medical, dental, and behavioral health care; PrEP counseling and management; health education and HIV prevention; and STD screening and treatment. For people living with HIV, we offer housing support; benefits counseling; home health care; and the Vance North Necessities of Life Program food pantries; among several other critically needed services. Additionally, we are leaders in advocating for policy and legislation that positively impacts the LGBT and HIV communities, provide capacity-building assistance to health departments across the country, and conduct community-based research on issues affecting the communities we serve. For more information, please visit us at aplahealth.org.

APLA Health is currently seeking a Program Coordinator, TransConnections to join our Baldwin Hills team! We offer great benefits, competitive pay, and great working environment!

We offer:

- *Medical Insurance*
- *Dental Insurance (no cost for employee)*
- *Vision Insurance (no cost for employee)*
- *Long Term Disability*
- *Group Term Life and AD&D Insurance*
- *Employee Assistance Program*
- *Flexible Spending Accounts*
- *10 Paid Holidays*
- *3 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched 403b Retirement Plan*

This is a great opportunity to make a difference!

Program Coordinator, TransConnections (90016)

POSITION SUMMARY:

The Program Coordinator, TransConnections is responsible for overseeing and/or guiding program development, implementation, monitoring and evaluation. The Program Coordinator ensures that the program is coordinated with APLA Health & Wellness' harm reduction philosophy and larger health education goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides supervisory duties to program staff including, but not limited to:
 - Hiring of program staff.
 - Training of new program staff.
 - Conducting employee evaluations.
 - Dispensing disciplinary action up to and including the termination of program staff.
 - Approval of time off/vacation requests.
 - Developing training plans.
 - Developing yearly program objectives/goals.
 - Developing and monitoring program budgets.

- Uses virtual platform and technology in the delivery of TransConnections programming.
- Oversees the development of a set of focused strategies, designed to improve the linkage (and ongoing engagement) to HIV primary medical care of recently diagnosed HIV-positive transgender persons; those of known HIV status who have never sought medical care and those who are HIV positive who have dropped out of care and are no longer seeking HIV medical care and treatment.
- Develops and implements program evaluation and quality improvement plans in collaboration with the Evaluation Specialist.
- Oversees the development and design of virtual platforms used to implement programmatic components consisting of individual level interventions, one on one linkage to care and navigation services, and group sessions.
- Oversees the development and design of social marketing materials that support program activities, including but not limited to; program flyers, publicity campaigns, monthly calendars, and other materials as needed.
- Oversees the development and maintenance of collaborative networking among other organizations that provide services to Transgender Persons.
- Think critically and expansively about the comprehensive HIV Prevention needs of Transgender Persons in Los Angeles County and participate in the development and implementation of a plan to address those issues.
- Ensures the provision of culturally and linguistically appropriate services.
- Prepares quantitative and qualitative reports as assigned
- Participates in the public policy arena through the attendance of community/public meetings and planning groups.
- Ensures the dissemination of lessons learned by developing and submitting abstracts for presentations at professional meetings and conferences.
- Supervises volunteers, as necessary.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Bachelor's degree in psychology, social work or a related field OR four years' experience working in HIV prevention with Transgender Persons. Experience in providing staff supervision as well as the development and maintenance of a program budget. Experience with health education/health promotion and program development. Experience in conducting outreach and community organizing among transgender persons. Familiarity with the use of virtual platforms to conduct meetings, workshops, and trainings. Strong oral and written skills required.

Knowledge of:

The gender continuum, harm reduction theory, human sexuality, substance use/misuse, HIV/STI, U=U, TasP, motivational interviewing, effective communication skills, data management, general computer use, community resources, health and social concerns of the Transgender community, and of social marketing principles.

Ability to:

Work independently; work effectively with diverse staff, volunteers and professionals; meet frequent, sometimes conflicting deadlines in a rapidly changing environment; respond with sensitivity to social inequities among diverse ethnic groups; design and implement program process and outcome evaluation; maintain confidentiality.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting, and moving of office materials weighing 25 pounds or less. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Local and out-of-state travel required.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

An Equal Opportunity Employer: minority/female/disability/veteran.

To Apply:

Visit our website at www.aplahealth.org to apply or click the link below:
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=46946&clientkey=A5559163F67395E0A2585D2135F98806>