

APLAHealth



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.

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*
- *5 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!

POSITION SUMMARY:

Under the Direction of the Program Manager of the Necessities of Life Program (NOLP), promote access to food and nutrition education services to people living with HIV/AIDS through the recruitment and coordination of volunteers, recruitment and engagement of clients, and food distribution.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the recruitment, retention, and tracking of all volunteers including warehouse and food pantry volunteers
- Assess volunteers skills, interests, availability, etc., match volunteers with appropriate placements and maintain a roster of NOLP volunteers
- Develop and maintain volunteer resources information and protocols including orientation, policies and procedure documents and volunteer related program publications
- Create and manage volunteer development and quality assurance questionnaires used by Volunteer Resources
- Participate in community meetings to promote NOLP services
- Engage community partners to assess opportunities to recruit new clients to NOLP
- Develop an outreach plan designed to recruit new clients and track progress. Revise plan as needed
- Assist clients with completion of NOLP application forms and related paperwork and data entry.
- Assist with food pantry distributions as needed.
- Participate in program quality management processes, including participating in program community advisory board discussions.
- Participate in events that promote gain of knowledge to support good health outcomes for NOLPs clients.
- Assist with the completion of monthly reports.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

High School diploma (or GED equivalent) required. Bachelors degree in health education or a human services related major/minor preferred. Previous experience in social services preferred. Fluent in Spanish language preferred.

Knowledge of:

Word processing, database operations, spreadsheets, PowerPoint and internet searches.

Ability to:

Communicate effectively with a diverse population. Identify and update community resources; operate standard office equipment including Microsoft Office (Word, Excel, PowerPoint); and meet assigned deadlines. Demonstrate exemplary customer service with an emphasis on engaging clients and service providers.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is primarily an office position that requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 50 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.

SPECIAL REQUIREMENTS:

Must possess a valid California drivers license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. Position will require local travel to NOLPs food pantry locations and to conduct external outreach.

COVID-19 Vaccination or Medical/ Religious Exemption required.

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=57836&clientkey=A5559163F67395E0A2585D2135F98806>