

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 Associate Director of HIV Prevention Services, the Program Coordinator will help develop, implement, monitor and evaluate all approaches used to recruit and retain African American and Latino gay and non-gay identified men who have sex with men 18 - 39. The Program Coordinator also ensures that all program activities are in alignment with APLA Health & Wellness' harm reduction philosophy and larger sexual health and wellness goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides supervisory duties to program staff including, but not limited to:
 - Hiring program staff
 - Training 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
 - Setting yearly program objectives/goals
- The Program Coordinator will be responsible for the following:
 - Creating, distributing, and monitoring of social marketing materials that will promote program offerings via Facebook, Instagram, YouTube, and in-person outreach
 - Distribution of safer sex materials to members of the target demographic through internal and external processes
 - Managing the Swab & Chill at-home HIV testing initiative
 - Recruitment and retention of members of the target population into health education activities including but not limited to HIV and STI testing and treatment, HIV+ linkage to care, and navigation into biomedical (PrEP/PEP) services.
 - Overseeing the HIV+ linkage to care and retention program
 - Overseeing the linkage and retention to biomedical (PrEP/PEP) services program
 - Preparing and facilitating quarterly Community Advisory Board (CAB) meetings.
 - Ensuring the timely and accurate submission of HIV testing data into CDC databases
 - Working closely with the evaluation specialist to ensure all data is properly and timely input into CDC databases.
 - Working with stakeholders and community partners familiar with the needs of the target demographic to create a network of holistic care opportunities that will better the lives of African American and Latino gay and non-gay identified men who have sex with men 18 – 39.
 - Ensuring culturally and linguistically appropriate services.
 - Attending community/public meetings as necessary.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS

REQUIREMENTS

Training and Experience: Bachelor's degree in human services related field OR four years work experience in the area of HIV and sexual health prevention and education. Minimum of two years' experience managing staff; monitoring program budgets; developing policies and procedures; monitoring program evaluation and engaging in program development activities required. Experience with health

education/health promotion and program development. Familiarity with the harm reduction model. Experience in a nonprofit environment preferred. Strong oral and written skills required.

Knowledge of:

Spectrum of HIV and STD disease; harm reduction theory; behavior modification theory; human sexuality, effective communication skills; prevention theory and techniques; outreach strategies; data management; health and social concerns of diverse populations of gay and non-gay identified MSM particularly those from communities of color; PEP and PrEP; HIV/STD risk reduction theory; principles of social marketing; and venues where the target population congregates, including the Internet.

Ability to:

Work independently; create referral sources; work effectively with a diverse group of staff, volunteers and professionals that may hold a wide range of opinions on gay and non-gay identified MSM; identify particular goals and objectives with respect to harm reduction; meet frequent, sometimes conflicting deadlines in a rapidly changing environment; respond with sensitivity to social inequities and diverse ethnic groups; maintain confidentiality; link participants into healthcare; engage participants and encourage HIV and STI testing and treatment.

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.

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.

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

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=54714&clientkey=A5559163F67395E0A2585D2135F98806>