

# 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](http://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!***

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## **POSITION SUMMARY:**

Under the Direction of the Program Manager of the Necessities of Life Program (NOLP), establish and maintain systems that promote and maintain the efficiency of all the program's distribution sites, including staff supervision, maintenance, and organization of the program's distribution centers.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Supervise, schedule, and coordinate the activities of the NOLP distribution sites and Site Coordinators.
- Coordinate the purchasing of supplies and equipment required to manage each food pantry site efficiently.
- Monitor and maintain accuracy of NOLP's data entry in the Casewatch system. Develop and implement appropriate procedures to ensure efficiency and accuracy in the program's collection of client level documentation.
- Establish relationships with community partners and offer guidance with operating external food pantries funded by APLA Health.
- Assist with writing and administering performance reviews.
- Promote access to food and nutrition education services to people living with HIV through the distribution of food and personal hygiene items, coordinate food pantry operations, provide nutrition education to clients and staff and promote our services to the community.
- Assist clients with completion of NOLP application forms and related paperwork
- Develop and maintain positive relationships with program volunteers.
- Supervise and train staff to work with volunteers and donors, which promote continued support, satisfaction, and retention.
- Prepare and complete NOLP client eligibility interviews, including scheduling, reviewing NOLP application materials and making an assessment for determining eligibility for the NOLP program both within the agency and by outside referral agencies.
- Manage food pantries- assist with the unloading of food deliveries, stocking shelves, and distributing groceries to clients. Ensure that the food pantries are clean and meets health code requirements as mandated by the Los Angeles County Department of Health.
  
- Participate in program quality management processes, including participating in program community advisory board discussions.
- Attend community meetings to promote the NOLP program and encourage client referrals.
- Assist with the completion of monthly reports.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

## **REQUIREMENTS:**

Training and Experience:

A bachelor's degree in a human services and demonstrate at least two (2) years' experience coordinating and/or overseeing a project, or a high school diploma with five (5) years of professional experience coordinating and/or overseeing a project. Demonstrate experience with supervising staff, volunteers, or interns. Experience in a nonprofit environment preferred; specific training/experience with social services preferred.

Knowledge of:

Word processing, database operations, spreadsheets, PowerPoint and internet searches. Basic knowledge of HIV, principles of program planning, and evaluation.

Ability to:

Mentor and supervise staff. Effectively use the Microsoft Office platform. Mentor staff, offer direction, Demonstrate effective written and verbal communication. Problem solve in a variety of situations. Manage, motivate, and build skills among a diverse workforce. Effectively meet establish deadlines. Demonstrate excellent customer service skills.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This is primarily an active position which requires regular bending, reaching stooping, lifting, and moving of stock. 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 travel/driving 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. Position will require local travel to NOLP's food pantry locations and to assist with food distribution and conduct external outreach. COVID-19 vaccination and booster required or religious/medical exemption.

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

**To Apply:**

Visit our website at [www.aplahealth.org](http://www.aplahealth.org) to apply or click the link below:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=67926&clientkey=A5559163F67395E0A2585D2135F98806>