

# 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).

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***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*
- *12 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!***

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This position will pay \$24.47 - \$29.48 hourly. Salary is commensurate with experience.

## **POSITION SUMMARY:**

Under the direction of the Program Manager of HIV/Hep C Health Promotion, coordinate the strategies for the Women Together program whose purpose is to reach and engage women living with HIV in Los Angeles County. The Program Coordinator will facilitate the creation of a working collaborative comprised of community-based organizations

and clinics who serve women living with HIV and preside over all aspects of program development and implementation.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Identify and engage community leaders and key CBOs and clinics in each service provider of Los Angeles County.
  - Attend community meetings to promote the Women Together collaborative and encourage client referrals.
  - Assist with contract implementation with identified community partners
  - Coordinate and plan community organizing to create a collaborative between APLA Health and other organizations and clinics in Los Angeles County that serve women living with HIV.
  - Convene and record minutes of quarterly meetings of the Women Together collaborative that will occur virtually and in person.
  - Develop and produce social events and activities with collaborative partners.
  - Assist Program Manager with collaborative budget and disbursement of funds to identified partners.
  - Facilitate group-level life skills workshops for women.
  - Provide health navigation for women and follow up with providers and clients to assess whether a referral was successful.
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- Participate in program quality management processes.
  - Participate in events that promote APLA Health's services.
  - Attend trainings to enhance knowledge and skills on women's services and community organizing.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

### **REQUIREMENTS:**

Training and Experience:

Possess a Bachelor's degree from an accredited institution and experience working in Community Outreach, HIV and/or Women's Social Services with a minimum of two (2) years' experience working in HIV or women's health or social services. Experience implementing program activities, community outreach and engagement, data collection and knowledge of women's health navigations; and with community-based organizations and clinics. Experience in a nonprofit environment preferred; specific training/experience with HIV and/or women's related issues and community organizing preferred. **Bilingual English/Spanish preferred.**

Knowledge of:

Women's health and social needs, HIV care and treatment service delivery system; HIV prevention, testing; HIV risk-reduction techniques; health behavior theories and models; health literacy; cultural competency; and communities most impacted by HIV.

Ability to:

Perform outreach and community organizing. Explain social and scientific information in simple terms, both verbally and in writing; participate as an effective member of a large service organization; demonstrate non-judgment and compassion towards people, with an emphasis on providing them with the tools necessary to increase positive health outcomes; maintain confidentiality of clients; work in the field with minimal supervision; when necessary, advocate for the rights of women at staff meetings and county meetings; demonstrate excellent written and verbal communication skills; and operate standard office equipment; perform word processing and data entry tasks on a personal computer; and meet assigned deadlines.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This position is a blend of working in the field to meet with clients and 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.

This position requires local travel within Los Angeles County to meet with community partners and attend planned events. When needed, the position may require out-of-town travel to national conferences addressing HIV women's health and health navigation. COVID-19 Vaccination and Booster or Medical/ Religious Exemption required.

Equal Opportunity Employer: minority/female/disability/transgender/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=80389&clientkey=A5559163F67395E0A2585D2135F98806>