

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*
- *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!

This position will pay \$23.37 - \$27.45 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

Under the Direction of the Food Pantry Supervisor of the Necessities of Life Program (NOLP), promote access to food and nutrition education services to people living with HIV/AIDS through the distribution of food and personal hygiene item, coordination of food pantry operations, and promote our services to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist clients with completion of NOLP application forms and related paperwork and data entry.
- Prepare and complete NOLP client eligibility interviews, including scheduling, reviewing NOLP application materials and making an assessment for the purpose of determining eligibility for the NOLP program both within the agency and by outside referral agencies.
- Oversee food pantry direct distributions and subcontractor deliveries at community-based organizations. Including:
 - Coordinate distributions with community partners in order to confirm anticipated clients served,
 - Schedule food distributions,
 - Pull shipments and deliver groceries to community-based organizations,
 - Unload of food deliveries and display food stock, and
 - Distributing groceries to clients.
- Ensure that the food distribution area is clean and meets health code requirements as mandated by the Los Angeles County Department of Health.
- Provide supervision to interns and volunteers working at the food distribution sites.
- Participate in program quality management processes.
- Acts as a liaison with agencies that host NOLP food distribution sites in the collection and reporting of client-level data.
- Enter client-level data into Casewatch
- Collect process and electronically file client level paperwork that includes enrollment forms and shopping vouchers.
- Attend community meetings to promote the NOLP program and encourage client referrals.

- Conduct outreach to increase utilization of NOLP and grow food pantry distributions.
- Participate in events that promote gain of knowledge to support good health outcomes for NOLP's 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. Bachelor's degree in health education, or a human services related major/minor preferred. Previous experience driving commercial sized vehicle truck, preferably 5-ton truck. Previous experience in social services preferred. Fluent in Spanish language preferred.

Knowledge of:

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

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 driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes. COVID vaccination and booster or medical/religious exemption required.

Equal Opportunity Employer: minority/female/transgender/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=126593&clientkey=A5559163F67395E0A2585D2135F98806>