

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*
- *11 Paid Holidays*
- *4 Personal Days*
- *10 Vacation Days*
- *12 Sick Days*
- *Metro reimbursement or free parking*
- *Employer Matched (6%) 403b Retirement Plan*

This is a great opportunity to make a difference!

This position will pay \$25.00 - \$26.20 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 through the distribution of food and personal hygiene item, coordination of food pantry and drop-off operations, and promote our services to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the distribution and delivery of groceries at drop-off sites.
- Work with the warehouse team to pull each week's product for the distribution sites.
- Work with the contact at each distribution site to coordinate delivery time and day of the week. Assess consumer satisfaction from the distribution sites.
- 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 determining eligibility for the NOLP program both within the agency and by outside referral agencies.
- Assist in the distribution of groceries at food pantry locations. Ensure that the food pantries are clean and meets health code requirements as mandated by the Los Angeles County Department of Health.
- Provide supervision to interns and volunteers working in the food pantries.
- 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.
- Conduct outreach to increase utilization of NOLP.
- 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:

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

Knowledge of:

Geographical landscape of Los Angeles County, Word processing, database operations, spreadsheets, PowerPoint and internet searches.

Ability to:

Drive commercial vehicles; communicate clear directions and offer precise and relevant feedback; follow directions and demonstrate problem-solving skills. 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 commercial vehicle, 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. Position will require local travel to NOLP's food pantry locations and to conduct external outreach.

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 to apply or click the link below:
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=161173&clientkey=A5559163F67395E0A2585D2135F98806>