

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 \$26.20 - \$29.93 hourly. Salary is commensurate with experience.

POSITION SUMMARY:

The Program Coordinator, House and Ball Community provides oversight and guidance to the development and implementation of comprehensive sexual health programming targeting the House and Ball Community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides supervisory duties to program staff including, but not limited to:
 - Hiring of program staff
 - Training of 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
 - Developing yearly program objectives/goals
 - Developing and monitoring program budgets.
 - Setting yearly goals and objectives
 - Disciplinary action/performance improvement as required.
- Work collaboratively with Coordinators from other programs in Community Resources.
- Develop formal collaborative relationships with Houses.
- Host Community Town halls.
- Host Quarterly Wellness Workshops.
- Develop a social media strategy (including the use of social media influencers) to inform the House and Ball community about the project.
- Develop and oversee the implementation of a community mobilization plan.
- Establish and manage an 8-10 person Community Advisory Board.
- Develop strategy for the marketing of sexual health services to target population (e.g., sexual health checklist).
- Develop and oversee “test for ticket” testing initiative.
- Develop strategy for the distribution of HIV self-test kits.
- Assist in the development, design and layout of social marketing materials informing the House and Ball Community about the availability of sexual health services, including but not limited to; program flyers, publicity campaigns, monthly calendars and other materials as needed.
- Serve as speaker/facilitator for trainings.
- Ensure culturally and linguistically appropriate services.
- Work with the Coordinator of Evaluation to utilize Epi data in the identification of prevention gaps/opportunities and develop strategies for addressing these gaps.
- Contribute to data collection to measure quality and performance
- Attend department meetings and trainings.
- Represent APLA Health in a professional manner at a variety of roundtables, community forums, town hall meetings and other venues where the issues regarding the provision of sexual health services are discussed.
- Ensure contractual compliance.
- Prepare quantitative and qualitative reports as required.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Minimum of a Bachelor’s degree in a social service and 2 years’ experience working with or participating in the House and Ball Community.

OR

High School Diploma/GED and 4 years of experience working in sexual health programming and/or other health related disparities. 2 of the 4 years experience working with or participating in the House and Ball Community.

Minimum of five years' experience managing staff; developing program budgets; monitoring program evaluation and engaging in program development activities required. Experience with health education/health promotion and program development. Understanding of the harm reduction model. Experience in a nonprofit environment preferred. Strong oral and written skills required.

- Must have problem solving and organizational skills in order to ensure a productive work environment and achievement of goals.
- Strong leadership skills.
- Strong analytical skills to solve daily work issues and/or work flow challenges.
- Knowledge of project management methods.
- Effective communication and strong interpersonal skills.

Knowledge of:

- HIV infection; STD infection/treatment; HIV prevention; psychosocial issues as it relates to HIV and STD transmission/acquisition, special issues relevant to individuals who are at risk for HIV/STD and/or living with HIV;
- Health education and behavior modification theory; human sexuality, substance abuse, behavior change principles and strategies; effective communication skills; group dynamics; data management; general computer knowledge; community resources;
- Health and social concerns of diverse populations such as gay and non-gay identified men who have sex with men and other genders, individuals who share injection paraphernalia, heterosexuals, women at sexual risk and transgender individuals.

Ability to:

- Work independently with minimal direction
- Work in a fast pace environment
- Meet multiple deadlines in a rapidly changing environment
- Provide services in a non-judgmental fashion and work effectively with diverse populations
- Maintain records and follow clinical guidelines/protocols.
- Work efficiently and complete tasks with a high degree of accuracy
- Work and solve problems independently
- Work flexible hours
- Motivate and maintain a cadre of volunteer Peer Advocates

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. Must be able to work nights and weekends.

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 OR possess the ability to get to/from work and work related events.

COVID Vaccination and booster required or medical/religious exemption.

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=184841&clientkey=A5559163F67395E0A2585D2135F98806>