

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 \$120,889.60 - \$167,531.14 annually. Salary is commensurate with experience.

POSITION SUMMARY:

The Director, Sexual Health Services and PrEP Operations leads the development, implementation and management of APLA Health's sexual health services and PrEP navigation services. This position is responsible for the oversight of HIV testing, and STD screening and treatment, PrEP navigation, and outreach to attract patients to all

sexual health services, as well as ensuring smooth integration of these services into all APLA Health clinics. This position will ensure that all sexual health programming is in alignment with APLA Health's harm reduction philosophy.

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
- In coordination with the Chief Clinical Operations Officer, Chief Medical Officer and Chief Nursing Officer, develops and implements workflows for sexual health services within all APLA Health clinics.
- In coordination with the Chief Clinical Operations Officer and Chief Information Officer, integrates appropriate technology into patient experience to streamline services and improve patient satisfaction.
- Supervise PrEP navigation staff; ensure collaboration and communication between non-clinical and clinical PrEP staff.
- Supervise and oversee Community Embedded Disease Intervention Specialist (CEDIS) staff.
- Oversee front office work flows including intake, benefits screening, check-in and checkout related to sexual health services at all APLA Health clinics.
- Remain informed of advancements and changes in sexual health policy, medication availability and treatment, and in coordination with the Chief Clinical Operations Officer, Chief Medical Officer and Chief Nursing Officer determine the feasibility of incorporating changes into APLA Health protocols.
- Develop staff trainings/in-services
- Works in collaboration with the Chief Nursing Officer to ensure on-going trainings and educational needs of clinical staff are met.
- Works in collaboration with the Chief Clinical Operations Officer and Chief Nursing Officer to ensure compliance with OSHA, local, state and federal regulations.
- Ensure compliance with all sexual health related grants and contracts including data reporting and grant submissions.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

Master's Degree and two years' experience in operational management in a clinic or hospital; or a Bachelor's Degree and five years' experience in operational management in a clinic or hospital; or an Associate's Degree and 10 years' experience in operational management in a clinic or hospital. Experience working in patient-centered care teams preferred.

Excellent written and verbal communication skills required. Federally Qualified Health Center (FQHC) or Ryan White CARE Act clinic experience a plus. Previous supervisory experience required. Passion for working with the LGBTQ+ community and people living with HIV/AIDS required. Bilingual in Spanish preferred.

Must have problem solving and organizational skills in order to ensure a productive work environment and achievement of goals. Experience in staff supervision, case management, utilization management and quality improvement projects are preferred. Experience in sexual health including STD screening and treatment, and PrEP/PEP navigation and treatment is preferred.

Knowledge of:

Knowledge and experience working with electronic health records, eClinicalWorks preferred.

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:

Ability to provide services in a non-judgmental fashion and work effectively with diverse populations is required as is the ability to maintain records and follow clinical guidelines/protocols. Must be able to work efficiently and complete tasks with a high degree of accuracy; work and solve problems independently; work flexible hours in order to complete tasks and meet client needs. Ability to be flexible in handling unanticipated client needs is required.

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.

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-19 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=210501&clientkey=A5559163F67395E0A2585D2135F98806>