

Hyacinth AIDS Foundation
CTR Coordinator – Project LOL (Jersey City)

Under the supervision of the Statewide Prevention Manager, the Project LOL - CTR Coordinator performs duties relating to the counseling of clients regarding HIV infection testing and conducting outreach and referrals activities to high-risk Young Men who have Sex with Men of Color (YMSMC) between the ages of 13-29 throughout Hudson County.

Duties include but are not limited to the following:

- Conduct pre- and post-test counseling sessions with clients in the project space and on the mobile unit pertaining to HIV transmission, risk reduction options, testing options and social service referrals using the Personalize Cognitive Counseling (PCC) intervention.
- Coordinate and perform community outreach and testing services primarily via the mobile unit in high-risk and high HIV prevalence areas throughout Hudson County as well as testing activities in the office drop-in center.
- Develop risk reduction plans for all clients seeking HIV counseling and testing services.
- Refer and track clients in need of internal/external services.
- Conduct HIV testing utilizing universal precautions and conform to all state regulations regarding testing. Ensure proper administration of all lab specimens and results.
- Screen clients who are repeat testers for the ***Personalized Cognitive Counseling (PCC)*** intervention and conduct the PCC intervention with fidelity to the intervention.
- In conjunction with the program managers of both Project LOL and the Newark CDC testing program, coordinate the monthly mobile unit testing calendar to present to the CTR Manager for approval.
- Responsible for engaging YMSM in Project LOL's Social Networking As Prevention (SNAP) social networking strategies (SNS) program.
- Spearhead the weekly STD screenings and testing conducted in house.
- Oversee the implementation of our "Text 2 Test" campaign utilizing text messages to schedule HIV testing
- Represent Project LOL at community events, local, regional meetings and conferences pertaining to YMSMs of Color.
- Identify at-risk populations within targeted community. Develop and implement outreach activities including networking with other community-based organizations, support groups, religious organizations, etc. Participate in outreach activities for high-risk groups as needed.
- Serve as the primary driver for Project LOL's mobile unit, ensuring all maintenance request are submitted to the Prevention Manager as needed
- Assist other program staff with the implementation of the Mpowerment intervention.
- Assist other program staff with the supervision of drop-in center services.
- Establish, maintain and update client case records using approved agency forms and procedures.
- Enter testing data into web-based data entry system on a timely basis.
- Ensure confidentiality of all records.
- Prepare monthly reports in accordance with agency policies and procedures and submit them to Program Manager.

Professional Responsibilities:

- Commitment to Hyacinth philosophy

- Must be knowledgeable about HIV/AIDS prevention with minority gay and bisexual men or other non identified men who have sex with men.
- Must be culturally competent and sensitive to the varying socio-cultural factors that contribute to the increase of HIV infections amongst minority MSM.
- Primary driver for CTR Mobile unit
- Work non-traditional hour and days including late nights and weekends in order to reach high risk population.
- Successful and demonstrated completion of NJDOH-DHSTS HIV Course Series including-HIV Basics, Client Centered Counseling, Risk Reduction Counseling, and HIV Counseling and Testing.
- Bachelor's degree plus one year of experience in HIV/AIDS, education or related field. A candidate who has no degree but seems exceptionally suitable will be considered if he/she can demonstrate additional years of relevant experience in exchange for the educational requirement.

Qualifications:

- Bachelor's degree plus one year of experience in HIV/AIDS, education or related field. A candidate who has no degree but seems exceptionally suitable will be considered if he/she can demonstrate additional years of relevant experience in exchange for the educational requirement.
- Must have a current and valid driver's license.
- Phlebotomy experience preferred.
- Training as an HIV antibody test counselor and/or at least one year of experience providing HIV test counseling.
- Experience with and dedication to pursuing cultural competence with the populations of clients to be served.
- Comfort with and knowledgeable about men who have sex with men and with discussing sex frankly using everyday language.
- Completion of training to learn the *PCC and Mpowerment* intervention.

<i>Service</i>		<i>Community</i>	
Client Services	<i>Consistently demonstrates respect, responsiveness, and professionalism towards others while providing superior service for our clients</i>	Team Work	<i>Actively cooperates within the region and/or program and participates in the constructive resolution of conflict.</i>
<ul style="list-style-type: none"> • Treats each client as a priority • Respect's each client's right to quality service, confidentiality and dignity. • Works with co-workers to ensure integration of services • Displays a welcoming, helpful attitude to clients • Processes personal boundary issues in clinical supervision and not with clients or co-workers. 		<ul style="list-style-type: none"> • Works to minimize agency gossip and drama • Tries to understand the other person's point of view when there is a disagreement • Works with all regional staff to provide a full continuum of services to clients. • Understands local community resources and can make appropriate referrals. • Is clear and tactful when dealing with others. 	
<i>Accountability</i>		<i>Leadership</i>	
Job Knowledge	<i>Demonstrates understanding of objectives, duties and responsibilities in accordance with the job description.</i>	Leadership	<i>Assuming responsibility for one's own self in the workplace and exhibiting commitment to the client and agency.</i>
<ul style="list-style-type: none"> • Understands job responsibilities 		<ul style="list-style-type: none"> • Takes pride in his/her work 	

<ul style="list-style-type: none"> Keeps current on skills and information needed to meet new challenges Works with team leader/manager on areas of job responsibilities that are unclear. 	<ul style="list-style-type: none"> Advances Hyacinth’s reputation for excellence. Incorporates boundaries and ethical guidelines into decision making.
Informing	<i>Disseminating relevant information about decisions, plans and activities to team leaders and supervisors.</i>
<ul style="list-style-type: none"> Informs team leaders and/or managers about decisions that affect work. Recognizes problems and complaints and informs team leaders and/or managers when necessary. 	
Results	<i>Delivers quality results and balances priorities to meet all project and team commitments in a timely manner.</i>
<ul style="list-style-type: none"> Serves as a steward of the public’s trust and money. Takes responsibility for timely decisions and actions. Routinely checks for accuracy in his/her own work. Evaluates how well an event or program was done (i.e. attendance and target audience specifications, asks clients to rate effectiveness, asks people what was good and what can be better next time). 	

The Hyacinth AIDS Foundation is an Equal Opportunity / Affirmative Action Employer and will consider all qualified applicants without regard to sex, race, creed or religion, color, national origin, age, ancestry, disability, or veteran, sexual orientation or marital status.

Please send cover letter and resume to: Sonji West at Swest@hyacinth.org