

## JOB DESCRIPTION

**POSITION:** HIV Testing and Prevention Program Coordinator  
**DIVISION:** Youth, Family and Health Services  
**EMPLOYMENT CLASSIFICATION:** Full-time  
**SOC CODE:** 31-9097

**LOCATION:** 76 Clinton Avenue, Newark, NJ  
**REPORTS TO:** Health Services Unit Manager  
**FLSA STATUS:** Non-exempt  
**COMPENSATION:** *Commensurate with Experience and Education*

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements

### POSITION SUMMARY:

- Under the general direction of the Health Services Unit Manager, the HIV Testing and Prevention Program Coordinator will oversee all daily aspects as they are related to planning, implementation, and monitoring all Counseling, Testing and Referral (CTR) and prevention educational services for HIV negative and positive clients.

### RESPONSIBILITIES AND DUTIES:

- Coordinates the recruitment of high risk individuals for HIV testing and prevention education services.
- Provides confidential HIV testing and counseling specifically targeting individuals with high-risk for contracting HIV/AIDS.
- Coordinates transportation for preliminary positive clients for confirmatory testing and linkage to medical care (same day or next business day).
- Responsible for recruiting, presenting and delivering the SISTA Latina EBI (Latina female facilitator required as per CDC).
- Develops and maintains a professional relationship with clients, ensuring boundaries upheld
- Takes part in the development of a formal HIV testing outreach and marketing plan which will be distributed internally and externally.
- Implements the Social Network Strategy (SNS) by training and empowering SNS members and volunteers on outreach techniques.
- Develops and implements referral and tracking system to ensure that HIV positive and negative clients are informed about and have access to complementary services such as primary medical care, Antiretroviral therapy (or other treatment options), risk reduction services, and other essential support services.
- Coordinates the provision of group and one on one level interventions (i.e. SISTA, CLEAR)
- Coordinates off-site HIV testing events and requests in advance a one-day license through NJDHSS, Robert Wood Johnson (events include National Testing Day, National Latino Aids Awareness Day (NLAAD) among others).
- Assists with the development and facilitation of workshops, social events, service projects and community forums.
- Provides members of the program team with administrative and logistical support, including but not limited to day of event support, securing venues and maintaining supplies for community forums, workshops, outreach, social events and community service projects.
- Ensures that accurate participant files, program forms and applicable licenses are maintained as required.
- Ensures all clients' HIV test results are documented on the appropriate Test Log and reported to the HIV Testing Support Program.
- Enters client and survey data and assists with the reporting of contract deliverables to the funder by entering cases in Evaluation Web on a timely manner.
- Performs quality assurance activities on a weekly basis to ensure accuracy and correct discrepancies if any.
- Ensures all staff performing HIV testing and prevention services are familiar with and are complying with maintaining client confidentiality and all HIPPA requirements.
- Responsible for monitoring quantity and usage of testing kits to ensure daily controls are performed.
- Ensures all testing components are in adherence with funder requirements and are ready for inspection at any given time.
- Disseminates safer sex and harm reduction messages to the target community.
- Ensures proper condom distribution and education is delivered.
- Participates in weekly case conferences in which the Prevention and Testing team meet to discuss program level of services, progress, upcoming events, outreach strategies etc.
- Assists the Unit manager in providing guidance on performance expectations to employees and provides regular feedback on strengths and weaknesses.
- Works closely with Unit Manager to review cases with staff, recommending and carrying out appropriate actions to ensure clients follow through with suggested recommendations.
- Attends mandatory professional development trainings as well as state and funder meetings.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged at La Casa's sponsored events.
- **Other duties may be assigned to meet business needs.**

### EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in community health or social services and one year of experience in case management/community health advocacy or an Associate's Degree with three years of relevant case management and community health advocacy experience
- Bilingual (English and Spanish) required
- Knowledge of CDC curricula implemented in program (i.e. SISTA, CLEAR, etc.)

- Must have a valid New Jersey Driver's License
- Excellent written and oral communications skills including public speaking and written reporting; workshop facilitation experience is a plus.
- Experience in building coalitions and partnerships
- A problem solver and self-starter who demonstrates the ability to think fast on his/her feet; a team player; able to multi-task; attentive to detail.
- Familiarity with non-profit training or social service organizations.
- Strong computer skills including experience with MS Office applications, using the Internet and database management.

**REQUIREMENTS AND PHYSICAL DEMANDS:**

- Must have a valid New Jersey Driver's License
- Professional attire required.
- Required to sit or stand for long periods of time\*
- While performing the duties of this job, the employee is frequently exposed to a variety of weather conditions.

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SCHEDULE:**

- Monday and Thursday: 10:00 am – 6:00 pm and Tuesday, Wednesday and Friday: 9:00 am – 5:00 pm
- Flexible schedule – May be required to work weekends
- Ability to travel as needed (in-town and out-of-town trainings and conferences)

**TO APPLY:**

- Please email your resume with cover letter to [yfhsrecruiting@lacasank.org](mailto:yfhsrecruiting@lacasank.org). Only candidates being considered for an interview will be contacted.

***La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.***

To learn more about our organization, please visit our website: [www.lacasank.org](http://www.lacasank.org)