



Job Title: HIV High Impact Prevention Program Coordinator

Department: Community Initiatives

Salary: \$38,000 - \$45,000 plus benefits

Posting: Open until filled; submit cover letter and resume to hr@wellflorida.org

Location: Gainesville, FL

General Description

The HIV High Impact Prevention Program Coordinator is a professional position that is responsible for the coordination, development and achievement of the HIV High Impact Prevention Program. The HIV High Impact Prevention Program offers HIV testing, outreach and education; evidence-based programming including Business Responds to AIDS (BRTA), Popular Opinion Leader (POL), and Anti-Retroviral Treatment and Access to Services (ARTAS); and uses various marketing techniques to promote HIV High Impact Prevention Programming in a 15 county region. The HIV High Impact Prevention Program is a team of multiple staff with additional assistance from volunteers and practicum/intern students. The HIV High Impact Prevention Coordinator will oversee the provision of all program activities to ensure successful delivery of HIV High Impact Prevention programming. The HIV High Impact Prevention Coordinator will also be required to participate in the delivery of HIV High Impact Prevention services.

Knowledge, Skills and Abilities

- Ability to work with considerable independence.
- Ability to assign program tasks to team members in a fair and efficient manner
- Ability to develop and maintain effective working relationships with team
- Ability to locate relevant and potential funding sources
- Experience in grant/proposal writing
- Maintain thorough understanding of HIV, local HIV programming, HIV prevention techniques and HIV Navigation Services/linkage to care
- Identifies and engages local business to participate in Business Response to AIDS program
- Identifies and engages residents to become Popular Opinion Leaders
- High level of professional conduct.
- Demonstrate cultural humility
- High level of organization
- Must have excellent written and verbal communication
- Training and experience in HIV testing, counseling, and HIV data.
- Training and experience in HIV linkage to care resources and coordination.
- Clean driving record and reliable transportation.
- Demonstrate proficiency in social marketing
- Enters data and performs clerical duties including data audits, file management, and general office skills. Computer experience with Microsoft Word, Excel, and Power Point required.

Duties and Responsibilities

- Coordinates overall program activities to ensure successful delivery of HIV High Impact Prevention programming
- Present safer sex outreach/prevention education and risk reduction
- Maintains quality results by following department procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.
- Maintains safe, secure, and healthy work environment by following standards and procedures, complying with

legal regulations activities.

- Keeps current with pertinent laws and regulations regarding HIV testing and counseling as well as professional principles and practices in the fields of health care and health data analysis.
- Presents HIV Data and analysis of program results on monthly basis to the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health (FDOH)
- Routinely delivers free condoms, barrier methods, and HIV educational material for distribution.
- Coordinates with HIV Prevention Planners, practicum students, interns, volunteers, and business to conduct HIV outreach in areas of high need.
- Follows all HIPAA compliance and regulations in accordance to local, state, and national regulations.
- Works closely with Department of Health and Ryan White Eligibility services staff to coordinate linkage to care and medical case management
- Provides one-on-one linkage to care and adherence services to HIV positive clients
- Provides one-on-one linkage to prevention and essential support services to HIV negative clients
- Stays current on local resources in each county for HIV+ individuals (including PrEP, housing assistance, support groups, etc.)
- Attend local area's HIV/AIDS planning consortia to stay informed of the latest HIV/AIDS programs and services
- May perform other tasks and duties as directed by the Director of Community Initiatives, Community Initiatives Senior Planner or the Chief Executive Officer.

Education and/or Experience

Bachelor's degree in public health, social work, health education or related field is required. Four years of related work experience required.

Master's degree in public health, social work, health education or related field plus two years of related work experience preferred.

Knowledge and experience coordinating the activities of a team required.

Knowledge of community and familiarity with HIV prevention programs preferred. HIV 501 Certification a plus. Must retain HIV 501 Certification within 60 days of hire.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Night and weekend hours required. Driving at night is required.