
COLORADO HEALTH NETWORK INC.

Job Description

Position:	Full-Time Prevention Services Coordinator (40 hours per week)
Classification:	Non-Exempt
Reports to:	Prevention Services Manager
Location:	Western Colorado Health Network (WCHN), Grand Junction, CO

Position Summary: Under the supervision of the WCHN Prevention Services Manager, this position requires facilitation of HIV/HCV testing and individualized risk reduction counseling services. Collaborative advancement of harm reduction education and program development Coordination and implementation of community outreach and education. This position requires 40 hours per week, with paid Holidays off, and accrual of paid time off. There is also the possibility for expanding programmatic efforts relevant to this position, which will be discussed in the interview process.

We highly recommend people of all educational background and life experiences apply. We believe that people with lived experience are among the most qualified to provide harm reduction and sexual health services. We believe that the people we serve must be centered in the work we do. Hence, we strongly encourage applications from people who hold these identities or who are members of other marginalized communities.

Essential Job Functions:

- Provides HIV, STI, and HCV testing and risk reduction counseling.
- Facilitates educational presentations in the community, including individual and group level interventions, outreach, health communication and public information.
- Provide support and guidance to individuals seeking PEP, then transitioning them into PrEP.
- Provides referrals to PrEP medical providers, including the CHN Medical Clinic or other regional clinics/providers.
- Maintains current understanding of HIV, STI, and HCV prevention issues and trends, participates in additional trainings when offered.
- Assists in the development and participation of prevention marking campaigns that serve people living with HIV, members of the LGBTQIA+ population, people who use and/or inject drugs, people experiencing or at risk for homelessness, persons who are incarcerated, and other populations.
- Provides monthly reports of program activities and accurately documents intervention activities within the prevention databases.
- Works collaboratively with the prevention services team and statewide prevention team to develop and support programs that are culturally competent and responsive to clients accessing prevention support at WCHN.
- Assists in facilitating intern, volunteer, and new staff training and support in the areas of HIV/HCV/STI testing, outreach, syringe exchange, and other prevention services.
- Assist in the program operations of WCHN, including front desk support.
- Maintains and develops positive networking relationships with local businesses, community members, and referral networks by representing CHN at community meetings and events.
- Participates in statewide and regional retreats and meetings that support prevention services.
- Works days and evenings as needed, some evenings and weekends required.
- Additional duties as assigned.

Qualifications:

- Strong commitment to anti-oppression, social justice, and critical health equity frameworks.
- Comfortability discussing sexual health and harm reduction strategies through a sex-positive and affirming framework, including topics such as BDSM/kink, sex without a condom, injection drug use, sex work, and gay bathhouses.
- Ability to uphold respect for client's autonomy to make decisions about their sexual health.
- Flexibility, creativity, collaborative, and a positive workplace attitude in a small team dynamic.

- Strong critical thinking, active listening, and problem-solving skills to address complex situations.
- Effective verbal and written communication skills as well as high attention to detail.
- Ability to communicate well with medical providers, community members, and support staff.
- Basic knowledge of HIV, HCV, STIs, PrEP and other prevention methods.
- Strong socio-cultural identification or work experience with MSM, LGBTQIA+, and communities of color.
- Bi/multi-lingual candidates strongly desired, especially fluency in Spanish.
- Experience in systems navigation, motivational interviewing, and working with confidential information.

Education:

Bachelor's Degree in Social Work, Human Services, Psychology, Sociology, Public Health, and Communications, a related field or equivalent experience required; candidates with lived experience can substitute educational background. Candidates who are actively pursuing more education or have hopes to pursue additional education are encouraged to apply.

Software Utilized:

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, Excel, Access, and the internet. Experience with fundraising, contact management or other database software preferred.

Knowledge, Skill and Ability:

- Must be able to work in a diverse setting with diverse populations, including people representative of all gender identities, races, and ethnicities, members of the LGBTQIA+ community, people who are insecurely housed or homeless, people who use illicit drugs, and people who participate in commercial and/or survival sex work.
- Must be able to work both independently with minimal supervision and as a member of a team.
- Possesses impeccable written and verbal communication skills.
- Comfortable with community outreach and coordination with external stakeholders; a positive attitude and an outgoing personality are a must.
- Organization and time management skills are a must.

Material and Equipment Directly Used:

Works with standard office equipment including computer work station, printers, copiers, scanners and fax machine. Works with word processing software, spreadsheet applications, and presentation software. Communicates with clients and vendors using the telephone, e-mail, the Internet, and fax.

Physical Demands and Work Conditions:

Works in an office environment. Requires ability to lift up to 25 pounds of materials. Requires clear speaking ability and the ability to use a telephone for extended periods. Requires ability to view a computer screen (near acuity). Requires fingering agility for keyboarding and using a telephone and other office equipment.

As employees of a charitable organization, CHN staff share the responsibility of serving as ambassadors for the organization in the community. This can be achieved by fostering the development of relationships with potential constituents & donors and by participating in CHN events/activities in a way that is meaningful to each employee.

How to Apply

Please email a cover letter and resume (subject line must be "Prevention Coordinator") to Maritza Rivas-Flores, Prevention Services Manager at Maritza.Rivas-Flores@coloradohealthnetwork.org and HR@coloradohealthnetwork.org.

All offers of employment are subject to the completion of a criminal background check.

Colorado Health Network is an Equal Opportunity Employer (EOE).

Application deadline: August 28th, 2020