

Job Description

Position:	Prevention Services Coordinator – HeyDenver Program (Bilingual)
Classification:	Non-Exempt
Location:	Denver, Colorado (in-state travel required)
Reports to:	Prevention Services Manager
Starting Salary:	\$42,848 (3 years of experience or less) \$46,704 (3+ years of experience)

Purpose:

- Facilitation of HIV/HCV/STI testing and risk reduction counseling services
- Coordination and implementation of the PrEP support program
- Coordination and implementation of community outreach and education

COVID-19 Information: *It is an essential function and business necessity of the job that all employees are vaccinated and that all new hires will be required to be vaccinated within four weeks of hire. CHN requires proof of vaccination as this is a business necessity of the job. CHN will discuss reasonable accommodations for medical and religious purposes. If CHN considers making an offer of employment, CHN will inquire about vaccination status at that time, including whether the new hire currently has COVID-19 or has COVID-19 symptoms.*

Essential Job Functions:

- Administers HIV, hepatitis C (HCV), and STI testing and individualized risk reduction counseling in English and Spanish to PWUD (People Who Use Drugs), as well as people living with HIV/AIDS; members of the LGBTQ+ community; people experiencing or at risk for homelessness; and other populations who may benefit from educational programs and services related to sexual health and harm reduction.
- Coordinates and promotes the PrEP support program through outreach to current clients and the community. Coordinates screenings, intakes, and client navigation in English and Spanish for PrEP access and retention.
- Facilitates educational presentations and marketing in the community, including individual and group level interventions, outreach events, and other materials in English and Spanish.
- Represents the organization at community events and collaborative meetings as needed.
- Maintains current understanding of overdose, HIV/HCV/STI prevention issues and trends; participates in additional trainings when offered.
- Maintains and develops referral network of support and prevention services and provides linkage to care (LTC) as needed.
- Works collaboratively with the Prevention Services team and statewide prevention teams to develop and support programs that are culturally competent and responsive to clients accessing services at HeyDenver.
- Facilitates intern and volunteer training and support in the areas of HIV/HCV/STI testing, outreach, and other prevention services.
- Maintains and develops referral network of HIV support and prevention services.
- Participates in departmental and agency retreats and meetings.
- Works days and evenings as needed, some evenings and weekends required.
- Provides in person support during the operation of the CHN syringe access program including, but not limited to, safe disposal; distribution of syringes and safe injection/snorting supplies; overdose education; data entry; and intakes.
- Provides in person guidance, training, and support to volunteers and fellow staff.
- Additional duties as assigned.

Qualifications:

- Minimum of 1-2 year(s) previous work or volunteer experience
- Proven competency working with highly stigmatized and diverse populations including but not limited to members of the LGBTQ+ community, people of all races and ethnicities, PWUD, people experiencing homelessness or insecurely housed, people recently incarcerated, and people who participate in commercial/survival sex work
- Comfortable with community outreach and coordination with external stakeholders
- Positive attitude, openness to learn, and a strong work ethic
- Flexibility and adaptability in the face of challenges
- Must be able to work both independently with minimal supervision and as a member of a team.
- Valid Colorado Driver's License

- To be considered for this position, you must have a valid driver's license and a clean driving record with no traffic violations.
Note: *You do not need to have a car but, you must have access to a reliable insured vehicle on a consistent basis.*

Preferred Qualifications:

- Demonstrated creativity, initiative, and commitment to pursuing new ways to improve and expand services strongly preferred.
- Creates engaging, sex positive, educational social media and website content in line with programmatic, branding and educational goals.
- Assists HIV Prevention Program staff with targeted testing and outreach activities, administers HIV & STI testing, marketing of testing and health activities, and other relevant projects and activities.
- Desire to help develop and grow sexual health pilot program
- Understanding of and sensitivity to HIV, STIs, hepatitis, and substance use
- Understanding of the Harm Reduction Philosophy and holistic sexual health framework
- Training in HIV screening/counseling and testing preferred

Education:

Bachelor's Degree in Social Work, Human Services, Psychology, Sociology, and Public Health, a related field, or equivalent experience required.

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.

Software Utilized:

Experience working with basic office and database computer programs, including familiarity with Microsoft Outlook, Word, and Excel, Access, SharePoint and social media outlets required.

Knowledge, Skill and Ability:

Previous experience in the delivery of evidenced-based programs is highly preferred, as well as excellent communication, client services, and data collection skills. The appropriate person will be highly organized and detail-oriented. This position requires personal and professional accountability; self-management and initiative; dedication to quality improvement; professional integrity; research ethics, and cultural competency. Must demonstrate accuracy, efficiency and superior organizational skills. Must demonstrate effectiveness in the following areas: task and time management; teamwork; and communication with teams, managers, clients and participants, and company consultants.

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. Valid Colorado Driver's License/auto insurance and reliable transportation required.

Physical Demands and Work Conditions:

Works in an office environment. Regular weekly and monthly reimbursable travel required. Requires ability to lift up to 50 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 finger agility for keyboarding and using a telephone and other office equipment.

As employees of a charitable organization, all 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 as well as by participating in CHN events/activities in a way that is meaningful to each employee.

General Benefits Description:

We offer full-time employees a comprehensive benefits plan that includes: Health Insurance, Dental Insurance, Vision Plan, 403(b), Legal Shield, FSA, Life Insurance, EAP, Long-Term and Short-Term Disability.

How to Apply

Please email a cover letter and resume (subject line must be "HeyDenver Prevention Services Coordinator") to 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 Close Date: 10/31/2021