



Job Description

Job Title: Early Intervention Coordinator

Reports To: Prevention Manager

FLSA Status: Non-Exempt

Summary: The position focuses on developing and implementing interventions related to HIV/STI, HIV/STI testing and providing education to high-risk and newly HIV diagnosed individuals. As a key element of this position the candidate will prepare and conduct weekly one on one sessions, and lead the CLEAR Program.

Duties and Responsibilities include the following;

1. Cultivates existing relationships with agencies serving the HIV community and the populations that we serve.
2. Providing HIV/STI educational training/sessions to high risk individuals and newly diagnosed person.
3. Implement and develop strategies for PrEP, nPEP and TasP program; including ensuring patient adherence, follow-up and retention.
4. Develops and implements strategies that will maximize the synergies among program areas (ie perform blood draws for evening clinic)
5. Coordinate & implement CLEAR Intervention and other interventions
6. Recruits participants and conduct CLEAR sessions
7. Coordinate community HIV/STI prevention and outreach programs, such as HIV/STI Testing events within community.
8. Complete all necessary paperwork and forms according to the funder or County, State & Federal requirements.
9. Adheres to the highest principles of client/patient confidentiality; and all unit/departmental policies and procedures.
10. Participate in local Health Fairs, PRIDE, and other community events as a Team Player.
11. Assist in creating new programs and interventions for the organization.
12. Perform Phlebotomy when necessary

13. Other duties may be assigned.

Job Requirements

MINIMUM QUALIFICATIONS

- Bachelor's degree in counseling or BSW/ MSW or related degree
- 0- 2 years related experience
- Experience developing community partnerships.
- Knowledge of Basic HIV 101 and STI Prevention

SPECIAL SKILLS

- Ability to prioritize multiple tasks successfully.
- Ability to work in a diverse, flexible environment.
- Excellent oral, written, and interpersonal communication skills
- Must be able to work independently, be well organized, and flexible.
- Strong organizational skills and detail-oriented.