



Diverse & Resilient

POSITION:	HIV and STI Prevention Program Coordinator	DATE:	February 2017
REPORTS TO:	Prevention Program Manager	FTE:	1.0 FTE

POSITION PURPOSE:

Provides advanced HIV program support to the Lead Coordinator - HIV and STI Prevention Coordinator, the Prevention Program Manager, and the Director of Programs, and coordinates some projects within the agency with minimal supervision.

In achieving the organization's mission of addressing the healthy development of LGBTQ youth and adults in Wisconsin, the Program Coordinator partners with the Prevention Staff to implement programs to reduce HIV among gay and bisexual men and build capacity in communities and organizations in the Greater Milwaukee area. This work is exciting, engaging, varied, and challenging.

ABOUT HIV and STI PREVENTION:

Our HIV CTR (Counseling, Testing, & Referral) program offers individual risk assessment, counseling, HIV and STI testing, prevention education, and referrals to services for HIV-positive people and high-risk negatives in Milwaukee. These services are provided to increase the number of men who know their HIV status, encourage and support men to adopt behaviors to reduce their risk of HIV / STD transmission, and ensure that men are linked to appropriate medical, social, prevention, and partner services as needed.

The CTR program is one component of a comprehensive approach to addressing sexual health for gay and bisexual men, particularly young gay and bisexual men of color. Other parts of the program include leadership development, outreach, small group education, retreats, community planning, and agency consultations.

REPORTING RELATIONSHIP:

- Reports to HIV Prevention Manager.

ESSENTIAL FUNCTIONS:

- Routinely participates in HIV risk prevention and health promotion planning and projects by taking an active contributory role.
- Performs counseling, testing, and referral services to target populations, including at satellite location.
- Receives training and maintains skills for accurate, high-quality, culturally competent HIV testing.
- Participates in and organizes community outreach events and conducts one-on-one outreach meetings with target population members.
- Identifies persons who are at high risk for HIV infection or are HIV infected and facilitates access to counseling, testing, and referral services.
- Monitor the outcome of referrals to assure agency and client follow-through.
- Utilizes online tools to reach and recruit target population members.

- Oversees and/or maintains organizational files, binders, records, logs, etc. Usually is responsible for maintaining the most confidential files.
- Utilizes a high degree of autonomy throughout the workday.
- Frequently uses confidential information and communicates diplomatically to maintain confidentiality.
- Performs other duties as assigned or as necessity dictates.
- This position requires travel within the City of Milwaukee. Successful candidate who use their personal vehicle to conduct agency business must, at their own expense, carry the minimum auto insurance coverage of 100,000/300,000 bodily injury and 100,000 property damage and will be required to supply a current copy of the employee's insurance coverage on file.

NON-ESSENTIAL FUNCTIONS:

The following non-essential job functions are listed to inform you of significant duties and/or skills that form some of the bases for evaluation for merit increases of employees in this position. This does not exclude consideration of applicants who do not possess the ability to perform those skills or duties upon application:

- None currently.

SPECIALIZED KNOW-HOW & REQUIREMENTS:

- High school diploma or equivalent may be acceptable, Bachelor's degree preferred.
- Excellent interpersonal, communication, and customer service skills.
- Excellent written and verbal communication skills.
- Ability to work with a high degree of autonomy throughout the workday.

Computer Skills

- Considered adept with word processing and spreadsheet applications.

MENTAL/PHYSICAL REQUIREMENTS:

- Ability to sit, walk, stand, bend, and lift frequently throughout the workday.
- Occasionally lifts items weighing up to 20 lbs.
- Must have functional speech, vision, and hearing.
- Operates all equipment necessary to perform the job.
- Exposed to a normal office environment.

SALARY:

- The salary range for this position is \$33,000- \$36,000 annually. Salary will be negotiated based on experience.

How to Apply: Send resume and letter of interest to Mark Neufang, Diverse and Resilient, 2439 N Holton St, Milwaukee, WI 53212 (mneufang@diverseandresilient.org). Resumes should be submitted no later than February 27, 2017; no phone calls please. Be sure to include in your letter for which position(s) you are applying. First and second round interviews will be scheduled between February 28th and March 13th with an anticipated start date of April 3rd, 2017.

Diverse and Resilient, Inc. is a statewide nonprofit organization whose mission is the healthy development of lesbian, gay,

bisexual, transgender, and queer (LGBTQ) people by helping groups and communities take action. Diverse and Resilient is an equal opportunity employer and encourages applications from women, people of color, people with disabilities, and LGBTQ people.