



Diverse & Resilient

## **HIV & STI PREVENTION PROGRAM COORDINATOR**

### **POSITION SUMMARY:**

The HIV & STI Prevention Program Coordinator provides advanced HIV program support to the Lead Coordinator - HIV and STI Prevention and the Prevention Program Manager, and coordinates some projects within the agency.

In achieving the organization's mission of addressing the healthy development of LGBTQ youth and adults in Wisconsin, the HIV & STI Prevention 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.

### **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 & STI Prevention Program 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.
- Independently provides HIV/STI testing at the NorthWest Health Center on 76<sup>th</sup> and Mill Road two days per week.
- 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 outreach to create opportunities to network and advocate testing.
- Maintains data on testing and referral services at Diverse & Resilient.
- Provides support to prevention programming initiatives (PrEP clinic, STI clinic).
- Oversees and/or maintains track of all testing supplies.
- Frequently uses confidential information and communicates diplomatically to maintain confidentiality.
- This position requires travel within the City of Milwaukee.
- Performs other duties as assigned or as necessity dictates.
- The incumbent is responsible for adhering to established service standards of cultural competency and reinforcing those standards with peers, team members.

**SPECIALIZED KNOW-HOW & REQUIREMENTS:**

- 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.
- Valid Wisconsin Driver’s License and access to an operating vehicle with auto insurance coverage.
- Sharing a commitment to Diverse & Resilient’s mission to achieve health equity and improve the safety and well-being of LGBTQ people and communities in Wisconsin.
- Cooperative, friendly, and helpful attitude with all others. Ability to work closely with others to ensure a positive, constructive environment throughout the agency.

**MENTAL/PHYSICAL REQUIREMENTS:**

- Exposed to a normal office environment.
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**Compensation**

Diverse and Resilient offers a starting salary range of \$36,000 to \$39,000 for this position and a competitive benefits package, including more than four weeks paid time off in the first year (15 days, and 9 paid holidays), medical and dental coverage for staff members, life insurance, short- and long-term disability insurance, an optional 401(K), and generous work schedule flexibility.

**Equal Opportunity Employer**

Diverse & Resilient is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an applicant for employment because of race, religion, sex, national

origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, color, gender identity characteristics or expression, marital status, veteran status, or medical condition (e.g., AIDS, cancer). We strongly encourage LGBTQ, women, People of Color and People with Disability to apply.

**To Apply:**

To apply, send resume and a brief letter of interest to Kofi Short, Diverse and Resilient, 2439 N Holton St, Milwaukee, WI 53212 (kshort@diverseandresilient.org). No phone calls please.