



Prevention & Health Coordinator Engagement with African American Women PCAF, Tacoma Office

Mission Statement: *Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

Summary: The Prevention and Health Coordinator, with an emphasis on engagement with African American Women, represents PCAF (Pierce County AIDS Foundation) by providing prevention services to African American women such as educational activities, HIV testing, advocacy, and one-on-one support in navigating access and adherence to antiretroviral (ARV) drugs for Pre-Exposure Prophylaxis (PrEP).

Scope of Work: Under the supervision of the Prevention Director, the Prevention and Health Coordinator is responsible for the following:

- Design, develop, and deliver strengths-based and community-based educational and preventative programming for African American women.
- Organize and coordinate weekly meetings, and regularly occurring and individualized outreach activities.
- Plan and facilitate quarterly educational events focusing on African American women.
- Develop and demonstrate knowledge of HIV/AIDS related conditions and treatments, particularly as it relates to African American women, and use knowledge to educate clients and people in their support systems.
- Provide navigation services for individuals accessing PrEP, to include assessment of identified needs, development and tracking of individualized service plans, enrollment in comprehensive insurance plans, and navigation of community resources.
- Administer fourth generation HIV testing and subsequent counseling.
- Educate clients in strengths-based, harm reduction, sex positive models, and utilize as necessary and appropriate when offering client and community members' programming.
- Conduct program effectiveness and cultural responsiveness regularly using best practice methods, including qualitative, quantitative, and outcome-based evaluation.
- Cultivate and sustain positive working relationships with other community social services, and social justice providers.
- Engage in community development and foster audience building by attending meetings related to HIV education and prevention.

- Assist in the development of program policies and procedures as needed to define program guidelines and improve outcomes.
- Document contacts and activities as required by funding sources. Maintain accurate records and prepare statistical reports in a timely manner.
- Present and facilitate educational prevention and agency information at community events and resource fairs.
- Represent PCAF's Prevention department while attending assigned meetings, and collaborating and networking with community partners.
- Consistently model and display appropriate professional boundaries at all times.
- Contribute as a team member and share in the responsibilities required to maintain operations and serve the mission of the organization. This includes, but is not limited to, attending events, participating in fundraising activities, obtaining training, undertaking research, traveling, maintaining flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

Qualifications:

- Bachelor's degree preferred in public health, psychology, social work, or a closely related field from a fully accredited college or university **and/or** two years minimum related work in a health or human services agency.
- Solid understanding of how HIV is acquired, transmitted, and treated as well as associated stigma.
- Demonstrated experience, understanding, and knowledge of issues facing African American women and HIV/AIDS in society and the HIV epidemic.
- Prefer candidates with leadership skills, group training, and knowledge of and an ability to access community resources and referrals in South Sound region. Familiarity with outcome-based evaluation and strengths-based model.
- Comfort working in a gay-positive, sex-positive organization that operates within a harm reduction model.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and community members, and in representing the agency.
- Ability to be flexible, supportive, and work collaboratively with staff as a member of a team.
- Excellent written and verbal communication required, along with demonstrated ability to work effectively under stressful conditions.
- Proficiency in computer word-processing, Excel, PowerPoint, and other databases; demonstrated ability to access information via the Internet.
- Physical components include periods of frequent keyboarding, lifting of up to 30 lbs, and intervals of sitting, standing, and moving about the office.
- Must have reliable car, Washington driver's license, and appropriate insurance.

Salary and Benefits:

This is a full-time, non-exempt position. Compensation for this position is \$19.25 per hour, depending on education and experience. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term and long-term disability insurance, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

How to Apply:

Please submit a resume and cover letter to Chace Hunter, PCAF Prevention Team Lead, chunter@pcaf-wa.org, by 5:00 pm, June 12, 2019. Include the reasons you are interested in the position, the value you would bring to this role, and your qualifications related to this opening.

Chace Hunter
he/him/his
Prevention Team Lead, PCAF
3009 S 40th St
Tacoma, WA 98409
www.pcaf-wa.org

Other Information:

PCAF (Pierce County AIDS Foundation) is a proud Equal Opportunity and Affirmative Action Employer and service provider, and does not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, veteran status, ancestry, national origin, or the presence of any sensory or physical disability (including HIV status).

All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply. Additionally, candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. PCAF is a sex-positive and LGBTQ-supportive community. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may not be comfortable working at PCAF