



## **PREVENTION AND HEALTH COORDINATOR**

### **Specialist in Latinx, Gay, Bisexual Men and Trans Individuals**

### **Pierce County AIDS Foundation (PCAF), Tacoma, WA**

**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, Specialist in Latinx, Gay, Bisexual men, and Trans Individuals provides support to individuals navigating access and adherence to antiretrovirals (ARVs) for Pre Exposure Prophylaxis (PrEP) at PCAF (Pierce County AIDS Foundation). The Coordinator also provides other prevention services such as educational activities, HIV testing, and advocacy to Latinx, gay, bisexual, and trans individuals and communities most impacted by HIV.

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

- Provide case management 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.
- Design, develop, and deliver strengths-based and community-based educational and preventive programming for Latinx, gay, bisexual, and trans men, including fourth generation HIV testing and advocacy for those most impacted.
- Evaluate program effectiveness and cultural responsiveness regularly using best practice methods, including outcome-based evaluation.
- Document contacts and activities as required by funding sources. Maintain confidential records and prepare statistical monthly and quarterly reports in an accurate and timely manner.
- Coordinate regular and individualized outreach activities, including prevention and agency resources at community events and educational presentations per request.
- Cultivate and sustain positive working relationships with community providers. Build partnerships with stakeholders and supporting steering committees and focus groups.
- 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.
- Represent PCAF and its prevention and educational programs in the community.
- Develop, demonstrate, and maintain knowledge of HIV and AIDS particularly as it relates to Latinx, gay, bisexual, and trans men who have sex with men.

- Consistently model and display appropriate professional boundaries at all times.
- Educate clients in the model of harm reduction when necessary and appropriate.
- 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 social work, psychology, public health, 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. Grasp of issues facing HIV affected persons, HIV and AIDS in society, and experience working with individuals living with HIV is preferred.
- Must be fluent in Spanish.
- Prefer candidates with leadership skills, and knowledge of and an ability to access community resources and referrals in the Tacoma Pierce County region. Familiarity with outcome-based evaluation, and strengths-based and harm reduction models.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Experience using social justice-oriented, anti-racist, pro-equity, and collaborative approaches.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one's own internal biases and cultural humility.
- 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.
- Demonstrated motivation and self direction. Ability to work independently, with minimal supervision.
- Ability to be flexible, supportive, and to work cooperatively with staff as a member of a diverse team.
- Excellent written and verbal communication skills required, along with demonstrated ability to work effectively under stressful conditions.
- Proficiency in Google Suite, Microsoft Word and Excel, word processing and other databases; demonstrated ability to access information via the Internet.
- Physical components include frequent keyboarding, lifting of up to 30 lbs, and periods of sitting, standing, and moving about the office. Outreach activities often require setup, extended tabling, and takedown of materials and equipment.
- Must have reliable transportation.

**Compensation and Benefits:** This is a full-time, regular, non-exempt position. Compensation for this position starts at \$19.23 per hour, depending on experience and qualifications. 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 cover letter and resume to Erica Crittendon, Prevention Prevention Team Lead, [ecrittendon@pcaf-wa.org](mailto:ecrittendon@pcaf-wa.org) by end of day, Wednesday, August 19, 2020. Include in your letter the reasons you are interested in the position, the value you would bring to the role, and your qualifications related to the opening.

Erica Crittendon, MPH MEd  
she/her/hers  
[ecrittendon@pcaf-wa.org](mailto:ecrittendon@pcaf-wa.org)  
Prevention Team Lead  
PCAF Tacoma Office  
3009 S 40th St  
Tacoma, WA 98409  
[www.pcaf-wa.org](http://www.pcaf-wa.org)

**Equal Opportunity Employer:** PCAF (Pierce County AIDS Foundation) is a proud equal opportunity and Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, 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 gay, transgender, or intersex are particularly encouraged to apply.

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. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.

---

Employee Signature

---

Date

---

Employee Printed Name

---

Date

---

Supervisor Signature

---

Date

---

Supervisor Printed Name

---

Date