



AIDSAlabama
Housing Is Healthcare

Job Description ~ Open Position *EHE COORDINATOR*

Reports to	Prevention Director
Minimum Qualifications	<p>Bachelor’s degree; One year professional or volunteer experience working in non-profit, public health, education, social work or related field; Strong computer skills with proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint); Ability to manage multiple responsibilities within limited time constraints; Knowledge of client confidentiality policies and client rights per HIPAA; Reliable transportation, valid driver’s license, automobile insurance, safe driving record; Must successfully complete pre-employment process.</p>
Preferred Qualifications	<p>Master’s degree, 2 years managerial experience; Grant writing and reporting experience.</p>
Overall Mission	<p>The EHE Coordinator; under the supervision of the Prevention Director, will manage the day-to-day operations of EL Centro/The Hub, AIDS Alabama Inc EHE grant funded by ADPH. The EHE Coordinator will oversee and coordinate all functions of The Hub prevention services, which directly aligns with the deliverables of EHE grant. The EHE Coordinator will supervise the EHE Prevention Specialist and ensure that opportunities for PrEP and HIV related treatment education and services are provided to all members of the community through outreach, event planning, and program execution guarantees all services provided are equitable and inclusive.</p>

Areas of Responsibility

1. Oversee and ensure the effective program development and implementation of AIDS Alabama Ending the HIV Epidemic (EHE) program in partnership with ADPH;
2. Assist the Prevention Director in leading the EHE team in creating policies and procedures for the EHE program through sexual health testing for STI’s, HIV, and PrEP clinic recruitment;
3. Oversee El Centro/The Hub infrastructure and maintain facility updates and operational needs;
4. Work with Prevention Director to complete monthly Invoices and Expenditure Reports;
5. Work with Prevention Director and Prevention Coordinators to enhance community relationship with previous, active and new stakeholders;
6. Complete all monthly EHE reporting at the beginning of each month;
7. Implement and troubleshoot REDCap software for data entry of all prevention reporting;
8. Train data specialist on how to enter data into REDCap and assign reporting duties to specific team members;
9. Reduce barriers to obtaining clinical care/services;
10. Assist the Prevention team with individualized risk-reduction counseling and support as well as adherence strategies for targeted outreach interventions to optimize follow-up;
11. Collaborate with key personnel at all levels of other services/health-related organizations to help develop infrastructure to provide PrEP care in-house and within the community;
12. Work succinctly with medical providers, members of patient’s treatment team, and other agency personal to ensure patients’ seamless access to onsite PrEP/nPEP or HIV treatment;
13. Determines EHE related on-site PrEP, testing and event locations;

14. Meet with the Director of Prevention regularly to ensure that all program deliverables are met;
15. Assist Prevention Coordinator with monthly scheduling of EHE and Prevention Department events utilizing Outlook for Email and Calendar;
16. Conducts and documents outreach activities in monthly reporting;
17. Develops and maintains contact within at risk groups, uses these contacts as a conduit of information on HIV/AIDS/STI and its preventions;
18. Stays abreast of changes in the field of HIV/AIDS/STI research and treatment;
19. Assist in other unlisted duties as needed to ensure all operational needs are met and clients are fully served;
20. Other duties as assigned.

Work Environment

1. Physical Requirements: Computer usage, telephone usage, prolonged periods of standing, stooping, bending, and sitting; and the ability to lift up to 50 pounds.
2. Will use personal vehicle for work related travel with mileage reimbursement.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.
4. Schedule: Work hours are full-time, hourly, 40 hours per week and occasionally nights and/or weekends.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee's signature

Date

Human Resources signature

Date