



HIV Prevention Manager

Status: Full-Time, Salary
Classification: Non-Exempt
Reports to: Director of HIV Services

Organizational Profile:

Pridelines Youth Services, Inc. dba Pridelines is a rapidly growing non-profit, 501c3, organization dedicated to supporting, educating and empowering South Florida's lesbian, gay, bisexual, transgender and queer/questioning (LGBTQ) youth and community in safe and diverse spaces to promote dialogue, wellness and to foster social change.

Position Overview:

The HIV Prevention Manager ensures that Pridelines' HIV/STI testing and other HIV education and outreach services reach individuals at highest risk for HIV infection and provide them with HIV and STI testing, according to grant and contract deliverables. In addition, this position is responsible for overseeing the development and implementation of HIV prevention activities at Pridelines that increase access to PrEP and early HIV treatment. This position's primary responsibilities include 1) working with the Health Services Team to schedule and conduct recruitment of target population individuals for HIV and STI testing 2) ensuring that monthly HIV and STI testing deliverables are met as described in grants and contracts 3) developing a Pridelines PrEP initiative 4) implementing and maintaining a system to track and report testing data 5) quality assurance to monitor compliance with state and local health department requirements and regulations for HIV and STI

Responsibilities: Primary responsibilities include, but are not limited to the following:

Recruitment for HIV/STI testing:

- Develop a monthly outreach schedule based on best venues to reach target populations
- Work with the team to develop testing marketing materials that are appealing to target populations
- Ensure that outreach contacts are documented and compiled for reports to funders.

HIV/STI Counseling, Testing & Linkage:

- Provide culturally competent HIV/STI counseling, testing, and linkage services, particularly to the target populations of grant-funded interventions and populations at high risk for HIV, STI and hepatitis infection and other health disparities
- Adhere to all required HIV testing and other procedures as required by the State of Florida
- Maintain adequate certifications/trainings to conduct HIV and STI counseling and testing
- Ensure that certifications of team members are maintained
- Lead the development of strategies to meet monthly testing objectives

Pridelines PrEP Initiative

- Lead the development and implementation of a survey of target populations to assess knowledge and attitudes about PrEP and understand barriers to accessing PrEP
- Develop a brief report of the survey results
- Based on the survey results, work with the Health Services Team and other partners to develop strategies for increasing awareness and counteracting myths and misinformation about PrEP
- Develop and implement a referral tracking system for PrEP
- Ensure that monthly PrEP referrals satisfy contract requirements

Documentation and Record Keeping

- Lead the team in meeting all data and records requirements related to intervention and service delivery as required by funders, the HIV Services Department and overall Pridelines agency
- Ensure that all regulations and licenses, such as the CLIA waiver, are up-to-date
- Update existing and assist in the development of new policies and procedures related to testing services as needed

Qualifications:

- Bachelor's Degree or a minimum of 3 years related experience in public health or a related field
- Knowledge of the HIV epidemic in Miami-Dade County and key issues related to the epidemic (populations which are most affected, prevention strategies, local initiatives to address the epidemic)
- Familiarity with, and a passion for LGBT issues
- Personal qualities of integrity, compassion, positive leadership, "can-do" attitude, flexibility, a sense of humor, and the capacity to exercise discretion and independent judgment as well as work and as part of a team
- Strength in engaging individuals from target populations for grant-funded interventions and other Health Services Department activities
- Understanding of working with diverse populations that leads to client centered support services
- Able to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Speaks, listens and writes in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Understands ethical behavior and business practices and ensure that own behavior and that of others is consistent with these standards
- Ability to travel and/or commute locally and long distances
- Willing to work evenings, weekends and weekdays
- Able to prioritize multiple projects and manage frequent interruptions
- Proficient in using technology as a reporting tool and experience working with information technology staff to develop and implement program evaluation and reporting systems
- Proficient computer skills and experience with Microsoft Office (required)