

Status: Part-Time, Salaried
Classification: Non-Exempt
Reports to: Outreach and Marketing Manager

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 Outreach Coordinator ensures that the outreach conducted by the Health Services team is aligned with current grants and contracts, reaches individuals most at-risk for HIV and other health disparities (as indicated in grants and contracts) and promotes the growth of the HIV and related services programs. This position's primary responsibilities include 1) working with the team members and the Director of HIV Services to confirm the direction of outreach related to required grant and contract deliverables and 2) identifying strategies to fill gaps and meet program and department needs. This position also provides prevention education, HIV testing, outreach, and supports programming for people living with HIV (PLWH).

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

Outreach Coordination for HIV and Health Services Programs:

- Support progress toward grant and contract deliverables through working with the Health Services team members to develop a monthly outreach schedule
- Develop and identify new outreach strategies for consideration by the Health Services team
- Identify upcoming events and awareness days that align with grant and contract interventions and Health Services Department priorities
- Work with Health Services team members to develop innovative events and activities that advance the work of the department in addressing communicable disease and promoting sexual health
- Assist in recruitment of participants for all Health Services Department programs

Implementation Support of Grant-Funded Interventions:

- As requested by team members who are leading grant-funded interventions and HIV Services Department activities, assist with implementation of new and current interventions, including support with outreach, recruitment and delivery
- Lead the development and implementation of efficient internal referral systems from outreach to other HIV Services Department programs and external referral systems, including referral tracking
- Provide Peer Counseling to PLWH who come to Pridelines as needed and refer clients to case management services and other programming for PLWH

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

Documentation and Record Keeping

- Maintain all data and records related to intervention and service delivery as required by funders, the HIV Services Department and overall Pridelines agency

Qualifications:

- Bachelor's Degree or a minimum of 3 years related experience
- 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)

Pridelines is committed to achieving a diverse workforce through application of our Equal Opportunity, Non-Discrimination and Harassment Policies in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, termination, wage and salary administration, benefits, and training. We are committed to the principle of equal employment opportunities for all employees and to providing employees with a work environment free of discrimination and harassment. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status, family or parental status, age, or any other status protected by the laws or regulations in the state of Florida. All employment decisions are based on business needs, job requirements and individual qualifications. Pridelines does not tolerate discrimination or harassment of any kind.