

Status: Full-Time, Hourly
Classification: Non-Exempt
Reports to: HIV Prevention 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 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 HIV Prevention Manager 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 support programming for people living with HIV (PLWH).

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

Outreach Coordination for Pridelines Services and Programs:

- Support progress toward grant and contract deliverables by working with members to develop a monthly outreach schedule
- Develop and identify new outreach strategies for consideration by the Direct Services team
- Identify upcoming events and awareness days that align with grant and contract interventions and agency priorities
- Work with team members to develop innovative events and activities that advance the work of the organization in addressing the social determinants of health and promoting sexual and overall health and well-being
- Assist in recruitment of participants for all programs and services

Implementation Support of Grant-Funded Interventions:

- As requested by team members who are leading grant-funded interventions and 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 internal programs and external referral systems, including referral tracking
- Provide, as needed, navigation services to Persons Living with HIV (PLWH) who come to Pridelines 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:

- Familiarity with and a passion for LGBT issues
- Certified HIV Testing Counselor in Florida
- Valid FL Driver's License
- Strong project management skills despite frequent interruptions
- Strong problem-solving ability, including metrics-driven thinking
- 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 organization's goals.
- Understands ethical behavior and business practices and ensures that personal 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
- Proficient in using technology as a reporting tool and experience working with information technology staff to develop and implement program evaluation and reporting systems