



Job Description ~ Open Position

AIDS Alabama South

EHE COORDINATOR

Reports to	Director of Prevention
Salary Range	\$34,000 -- \$46,000, annually
Minimum Requirements	High school diploma (or GED); 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; Grant writing and reporting experience; 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, auto insurance, safe driving record, and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Bachelor's degree.
Overall Mission	The EHE Coordinator will manage the day-to-day operations of PrOTECT Mobile, AIDS Alabama South's EHE program which is funded by ADPH. The EHE Coordinator will oversee and coordinate all functions of SHELL Health Clinic, which directly aligns with the deliverables of PrOTECT Mobile. 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.

Areas of Responsibility

1. Oversees and ensure the effective program development and implementation of AIDS Alabama South's Ending the HIV Epidemic (EHE) program in partnership with ADPH, PrOTECT Mobile;
2. Assists the Executive Director and Director of Prevention in leading the EHE team in creating policies and procedures for the EHE program and for SHELL Health clinical services, AIDS Alabama South's STI, HIV, and PrEP clinic;
3. Coordinates all aspects of SHELL Health Clinic to ensure daily functionality for the implementation of the EHE program;
4. Works with appropriate personnel to complete monthly Invoices and Expenditure Reports;
5. Completes all monthly EHE reporting;
6. Provides screening and decision support to individuals at risk for HIV, linking to PrEP/Pep care Health or in other healthcare systems as appropriate;
7. Reduces barriers to obtaining clinical care/services;
8. Assists the clinical team with individualized risk-reduction counseling and support as well as adherence strategies for targeted outreach interventions to optimize follow-up;
9. Assesses organizational readiness for implementation of PrEP/PEP care in SHELL Health;
10. Collaborates 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;
11. Completes accurate and immediate documentation of navigation services in electronic medical records system, NextGen, along with ongoing timely documentation of all patient contacts and communication;
12. Works succinctly with medical providers, members of patient's treatment team, and other agency personal to ensure patients' seamless access to onsite PrEP/nPEP treatment;
13. Attends all required meetings and trainings as designated by ADPH;
14. Oversees the care and maintenance of AIDS Alabama South's Mobile Testing Unit;
15. Administers HIV and STI tests and provides results;
16. Provides stigma- and shame-free educational information and materials (condoms, brochures, and kits);
17. Determines EHE related on-site PrEP, testing and event locations;
18. Coordinates, plans, and implements events;
19. Meets with the Director of Prevention regularly to ensure that all program deliverables are met;

20. Maintain a monthly schedule of EHE and Prevention Department events utilizing Outlook for Email and Calendar;
21. Maintains connections and regularly collaborates with other organizations;
22. Assists the EHE Prevention Specialist and Prevention Department with all outreach events typically in rural areas and where minority members congregate in order provide PrEP and clinical services.
23. Conducts and documents outreach activities;
24. Develops and maintains contact within at risk groups, uses these contacts as a conduit of information on HIV/AIDS/STI and its preventions;
25. Stays abreast of changes in the field of HIV/AIDS/STI research and treatment;
26. Utilizes agency's MTU (Mobile Testing Unit) including packing materials, cleanliness, and (occasionally) maintenance;
27. Completes all grant writing and reporting duties as assigned;
28. Occasionally partners with Prevention Department;
29. Assists Executive Director and Director of Prevention as needed;
30. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time and may include nights, weekends, and holidays. Some travel may be required.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

All employees are expected to 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