



## ASIAN & PACIFIC ISLANDER WELLNESS CENTER

### **Program Specialist (Prevention) – FTR072017**

#### **Agency Description**

Asian & Pacific Islander Wellness Center is a multicultural health services, education, research, and policy organization. We transform lives by advancing health, wellness and equality. We strengthen the well-being of and lead under-served communities—of all races, ethnicities, gender identities, sexual orientations, and immigration statuses—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are an anchor-organization for San Francisco's Tenderloin neighborhood, and we also lead regional, statewide, and national programming.

*We believe that everyone deserves to be healthy and needs access to the highest quality health care.*

#### **Position Description**

The Program Specialist works within a multidisciplinary team in the planning and implementation of behavioral interventions and public health strategies targeting communities living with and/or at risk for chronic illness, substance use, behavioral health issues, marginally housed/homeless, and those who experience multiple barriers to access primary medical care and other health and social services. More specifically, this position will be working on a community-based HIV Prevention program targeting Asian & Pacific Islander (A&PI) men who have sex with men (MSM).

#### **Essential Functions**

##### **Community and Group Level Intervention Planning and Implementation**

- Lead the design, adaptation, monitoring, and implementation of both single session and multi-session HIV behavioral interventions for A&PI MSM
- Coordinate a virtual, venue based, and event based community outreach, recruitment, and health services linkage program in collaboration with partnering agencies and social venues to improve successful access of primary medical care and behavioral health services
- Develop and implement a peer leadership program, overseeing multiple volunteer peer leaders to assist in outreach, recruitment, and program implementation
- Develop A&PI Wellness Center's relationship with local community based organizations, social venues, shelters, housing, and appropriate sub-groups, as to reach undiscovered subgroups of A&PI MSM living with HIV/AIDS, and very high risk HIV-negative (VHRN) A&PI MSM.
- Collaborate and support other HIV prevention and treatment programs within the Behavioral Health and Community Programs department. Other programs are (but not limited to): TransThrive, Transform SF, and PrEP services.
- Other community and group level intervention planning and implementation duties as assigned

##### **Individual Level Intervention Planning and Implementation**

- Identify and recruit A&PI MSM to participate in multi-session individual risk reduction education sessions
- Conduct individual risk reduction education sessions within the clinic or out in the field
- Act as a navigator for health service referrals and linkages based on the needs of the client

- Provide HIV Testing and Counseling for Mobile HIV testing clinic located at bars, clubs, and community festivals
- Assist multidisciplinary team in a linkage to HIV care services, navigation, support services, and case management for clients who test HIV positive
- Other individual level intervention planning and implementation duties as assigned

#### **Program Monitoring**

- Complete monthly reports in a timely manner, including; Program Update reports after each workshop/event, individual client education progress notes, and Monthly reports on group level and individual level interventions
- Work in part of a team in developing and implementing process and outcome evaluations of to measure program efficacy.
- Supervision of peer leaders who assist in program implementation
- Attend and actively engage in department meetings and various coordinating team meetings with partnering agencies
- Implement client satisfaction surveys and customer evaluations for on-going and continuous program improvement.

#### **Minimum Qualifications:**

- BA/BS degree in Health Education, Public Health, Social Work, Ethnic Studies, Marketing, or equivalent qualifying experience and education
- At least two years of experience in community service programs, especially with A&PI MSM communities
- At least one year of experience in curriculum development and teaching in community-based settings
- At least two years of experience providing individual client level advocacy, counseling, referrals and linkage to social services
- Ability to discuss issues around sex, HIV/AIDS, Substance Use/Abuse, sexual, gender, and ethnic identities with youth and adult men with respect, compassion, cultural humility and sensitivity
- Ability to establish rapport, trust, and harmonious relationship with clients while maintaining professional boundaries and confidentiality
- Strong ability to build, create, and maintain collaborative relationships with staff, community partners, stakeholders, and collaboratives
- Strong written and verbal communication, presentation, and public speaking skills
- Ability to work independently and with a team
- Ability to work in a fast-paced, dynamic environment
- Ability to stay organized and complete administrative tasks with keen attention to detail
- Experience or familiarity with social media platforms such as Facebook, Instagram, Snapchat, etc.
- Experience with software: MS Office (Word, Excel, PowerPoint, Publisher, Outlook, Access), Photoshop, etc.
- Reliable means of transportation

#### **Preferred Qualifications:**

- Experience with CDC Evidence Based Interventions, especially Mpowerment, 3MV, SNS for CTR, or POL
- Knowledge and/or experience with community building/organizing, health advocacy, and leadership development models
- Experience with mobilizing and coordinating volunteers
- Experience with providing sexual health education
- Experience and/or knowledge of volunteer and client recruitment and retention strategies
- CA State Certified HIV Testing Counselor

- Bilingual in either Cantonese, Vietnamese, or Tagalog (other Asian and/or Pacific Islander language will be considered)
- Knowledge and/or experience working with trans communities
- Keen understanding of or ability to keep up with pop culture and queer/gay men's culture
- CA State Driver's License

**Location:**

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

<https://home.eease.com/recruit/?id=15622631>

*We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)*

*Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.*

*Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records*