



## ASIAN & PACIFIC ISLANDER WELLNESS CENTER

### Program Supervisor – FTR052017

#### 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 orientation, and immigration statuses---towards 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 deserve to be healthy and needs access to the highest quality health care.*

#### Position Description

The Program Supervisor will coordinate the implementation, development, management, and monitoring of both HIV Testing and HIV Prevention programs located under the Behavioral Health and Community Programs department. Both HIV Testing and HIV Prevention programs will have a special emphasis on serving transgender individuals, particularly men of color who have sex with other men, and Asian & Pacific Islander men who have sex with men.

#### Program Planning and Implementation

- Coordination and implementation of all HIV Testing programs housed under API Wellness programs included (but not limited to) daily drop-in HIV Testing services, Transform SF (a transgender specific HIV Testing clinic), mobile clinics designed for large scale events, and adverse/challenging testing conditions.
- Coordination of API MSM specific HIV Prevention projects that seek to deliver individualized risk reduction conversations, HIV Testing, recruitment and linkage events, venue based outreaches, and group level interventions.
- Recruitment, training, mentorship, and maintenance of California state certified HIV Test Counselors and volunteer providers on a monthly, quarterly, and annual basis.
- Supervision of all clinical staff, volunteers, and HIV Prevention program staff to ensure contractual goals are met on a monthly, quarterly, and annual basis.
- Design, research, and delivery of all mobile HIV Testing clinics targeting specifically transgender individuals particularly transwomen of color and Asian & Pacific Islander men who have sex with men.
- Conduct maintenance and quality assurance for on-site clinics and mobile clinics in compliance with API Wellness standards and San Francisco Department of Public Health mandated standards.
- Attend strategic planning meetings with contract collaborators, San Francisco Department of Public Health coordinators, and grant officers to discuss project progress and adaptations.
- Collaborate with other department supervisors and community partners as a team and provide weekly and monthly updates on on-going HIV Testing and prevention efforts.

- Work in part of a leadership team to conduct strategic planning, quality assurance, and service expansion for both HIV Testing programs and biomedical and community level HIV Prevention program efforts (PrEP).

### **Program Monitoring and Evaluation**

- Timely, accurate, and precise reporting of all new HIV infection cases to the San Francisco Department of Public Health from point of diagnosis to linkage to medical care.
- Conduct routine evaluations of clinical staff skillset and perform corrective action as appropriate to ensure required laboratory standards.
- Ensure the timeliness and quality of all required program documentation for both HIV Testing and HIV Prevention project efforts.
- Ensure that all reports are maintained in accordance to standards as dictated by funding agency and deadlines.

### **Community Building and Advocacy**

- Represent the agency and the community and assume leadership external collaborations.
- Promote program and agency services in collaboration with community constitutes and stakeholders.
- Participate and present the work of the department at local and national conferences, meetings, and coordinating bodies in order to stay abreast of the developments in the sector, expand networks, and give visibility to the organization's work in San Francisco and the larger region.
- Develop collaborative relationships with allied social services agencies to ensure and support client linkage and improved access to services.
- Duties as assigned.

### **Minimum Qualifications**

- Bachelor's Degrees in a health or social services related field. Combination of experience and education will be considered.
- At least 3 years of experience in multi-level implementation of evidence based interventions.
- At least 2 years of experience in curriculum development and teaching in community based settings.
- Extensive knowledge and experience with HIV/AIDS, substance use, mental health issues especially amongst transgender communities.
- Demonstrated experience in social service navigation, linkage/engagement in HIV medical care services, and clinical service integration models.
- Extensive experience in developing program monitoring reports and contract management with a strong attention to detail.
- Strong and demonstrated experience in public speaking, communication, and speaking skills.
- Comfortable discussing issues of sex, HIV/AIDS, as well as sexual, gender, and race/ethnicity identities with transgender individuals, youth and adult men.
- California State Certified HIV Testing Counselor.
- Proficiency with Adobe Acrobat, Microsoft Windows, MS Office (Word, Excel, Outlook), and an electronic medical records system.
- Evidence of personal qualities that will facilitate empowering relationships with clients, strong commitment to teamwork, values that are client centered, and an overall dedication to public health service.

- Ability to work weekends and nights (weekends) is required, and to be punctual and perform tasks consistently during scheduled shifts.
- Self-directed, motivated and flexible with the ability to work independently and as part of a team.
- Understanding of the importance of confidentiality and boundaries in prevention and education work.
- Reliable means of transportation.

### **Preferred Qualifications**

- Experience with CDC Evidence Based Interventions; especially SNS for CTR and ARTAS for newly diagnosed cases of HIV.
- Fluency in English and Spanish or any Asian language.
- Possess an active phlebotomy certification.
- Ability to support the mission and goals of the A&PI Wellness Center and its programs.

### **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=15599021>

*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*