IRIS HOUSE, established in 1993 by the Women and AIDS Working Group, provides comprehensive services and advocacy for women, families, and communities infected with and affected by HIV/AIDS, while simultaneously providing prevention and education services for our clients and at-risk communities. To fulfill our mission, Iris House offers practical, family-centered services that promote prevention and education while addressing the day-to-day realities of living with HIV/AIDS. All of our programs are developed to achieve the following goals:

- To promote and support independent functioning for our clients, to improve quality of life, and to maintain optimum health status for clients and their families;
- To educate policy makers, elected officials, and human health service providers about the issues and concerns affecting our clients and their families; and
- To advocate for changes in policy and programs that are more responsive to the needs of women and their families.

Open Position: Nutrition Program Assistant, Full Time
Department: **Food and Nutrition**
Reports To: Director – Food and Nutrition
Location: 2348 Adam Clayton Powell Blvd, (137th Street, Central Harlem)

POSITION SUMMARY:
The Nutrition Program Assistant is responsible for assisting clients living with HIV/AIDS to receive needed case management services, ensure follow-up on the appropriate referrals, assist with pantry bag distribution and maintain and enter data for all services provided.

ESSENTIAL POSITION FUNCTIONS:
1. Track, monitor and document client program participation (in person or by phone) on a monthly basis.
2. Together with CNE will engage in and conduct Community Coordination activities, make and follow-up on referrals for community services, i.e. other food, nutrition and financial resources and work with internal staff to coordinate clients' care either in person or by telephone.
3. Document progress notes that summarize client progress, accomplishments, further needs, referrals and referral outcomes.
4. Assess client progress and work as part of Continuous Quality Improvement (CQI) and evaluation team for program improvement.
5. Maintain client records as required by the agency and funder and maintain accurate data collection and entry.
6. Identify and recruit program participants through direct outreach and active client recruitment with other service providers.
7. Assist in food services coordination and distribution.
8. Attend and successfully complete all required training and represent the agency at various venues promoting the program and the agency.
9. Perform other duties as assigned by the Program Director.

OTHER POSITION FUNCTIONS:
1. Serves as a liaison between Iris House and program providers and partners.
2. Demonstrates teamwork and open communication and has good interpersonal skills.
3. Participate in in-house and community presentations, research and grant writing.
4. Performs other related duties as assigned.

POSITION REQUIREMENTS:

Education:	A.A. or BA/BS in health or human services field
Experience:	1-2 years experience working in the field of HIV/AIDS or with other chronic illnesses.
Other Requirements:	Must have excellent time management and organizational skills. Competency in Microsoft Office **especially Excel.** Position requires cultural and linguistic competency with the target population. Spanish language competency and knowledge of AIRS database a plus.

CONTACTS:

Internal: Frequent contact with clients, staff members and program directors from other departments.
External: Frequent contact with program partners and providers.

Interested candidates should send a **cover letter** and **resume** (as attachments) to Shirley Alves, Program Director at salves@irishouse.org