

IRIS HOUSE, INC.

POSITION DESCRIPTION

Position Title: **Program Coordinator**

FLSA Status: Non-exempt

Incumbent: Vacant

Department: Prevention

Reports To: Director of Outreach and Testing

Date: August 2023

Location: West Side Office

Salary: \$50,000-\$52,000 annually

POSITION SUMMARY

The Program Coordinator will be responsible for overseeing all program implementation and operation, including delivery of prevention interventions, workshops and related services, HIV/HEPC/STI testing and counseling, linkage to care and other programmatic services as well as establishing and maintaining relationships and coordinating services with community partners, conducting data reviews to analyzing the effectiveness of program, doe programs focusing on HIV prevention services to women. S/he will work the Director of Outreach and Testing to determine service schedule and delivery, outreach activities, and their daily schedule/activities. S/he will review data for quality assurance and ensure accuracy for data collected and input into the appropriate software system.

ESSENTIAL POSITION FUNCTIONS

1. Responsible for providing HIV/AIDS interventions, workshops, education and resource information and materials to high-risk populations and program populations of focus
2. Responsible for establishing, maintaining and coordinating services to be provided in conjunction with or to community partners, including other service agencies, faith-based organizations, shelters and schools
3. Provides referral information to individuals who require HIV/AIDS or related services.
4. Targets community-based organizations and events such as clinics to provide information about the services and programs Iris House provide for individuals living with the HIV/AIDS virus.
5. Assist in planning, developing, organizing, coordinating and evaluating the programmatic services, outreach and curriculums.
6. Responsible for collecting and analyzing data for the purpose of researching, designing, and presenting preventative health care programs.
7. Schedule introductory meetings for new sites as well as conduct outreach to new sites and keeps her supervisor, informed about the effectiveness of the outreach program and the needs of the community.
8. Conduct and/or oversee prevention intervention and education workshops for women. Organize, facilitate and lead the PROMISE intervention for Women of Color Program and facilitate curriculum activities and group discussion utilizing strong group facilitation skills. Identify sites and locations to recruit peer advocates. Assist peers in creating role model stories based on personal accounts. Distribution of role model stores and prevention materials during community outreach and on social media sites to help reduce the risk of HIV/AIDS.
9. Assist with data collection and management and work with the Program Evaluation Manager to implement quality assurance to meet program objectives and goals.

10. Keeps her supervisor, informed about the effectiveness of the outreach program and the needs of the community.
11. Performs all other duties as assigned the Director of Outreach and Testing or other senior staff.

OTHER POSITION FUNCTIONS

1. Participate in outreach strategy planning meetings. Participate in agency wide events as assigned.
2. Demonstrates teamwork and open communication.
3. Performs other related duties as assigned.

POSITION REQUIREMENTS

Education: Bachelor's Degree with one year of experience in HIV/AIDS. Minimum of two years performing outreach activities or related experience. Knowledge and understanding of HIV prevention, treatment and care. Knowledge of federal, state and local laws and regulations related to area of entitlement, responsibility, such as HIPPA, confidentiality and privacy laws.

CONTACTS

Internal: Frequent contact with Program Supervisor/Director and other staff members of Iris House.

External: Occasional contact with vendors and contractors.

Other Requirements: Excellent communication, presentation and organizational skills; ability to establish and build rapport with clients and staff. Must also possess public speaking skills and be able to work independently. Bilingual preferred.

OTHER

- This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
- Management reserves the right to change, assign or reassign job duties and hours as needed prevail. This document is for management communication only and not intended to implied contract of employment.
- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
- I understand that Iris House, Inc. is an "at-will" employer.

Employee Signature

Date