



ALFA is hiring a results-oriented HIV Prevention Services Department Manager to promote our growing services and work towards our vision of “eliminating stigma and barriers to care for a future free of HIV”. The candidate will join a family-like work team that is passionate about advocating for our clients and reducing health inequities. ALFA offers a fast paced, family-friendly work environment, generous health and dental benefits, PTO, as well as training opportunities.

Job Summary:

Promote ALFA’s services and mission to the larger community. Supervise prevention department staff. Assist in developing and expanding ALFA’s services to reach our target populations. Provide compassionate, judgment free risk reduction counseling and testing services. Provide support to those seeking community resources and referrals. Provide support throughout all aspects of prevention programming.

Due to COVID-19 precautions, employees will be required to follow safety protocols regarding cleaning, social distancing and wearing a face covering.

Responsibilities

Administration

- Supervise prevention department staff and volunteers
- Assist in reporting activities to state and private funders
- Maintain databases for CTR and all prevention programming
- Attend trainings to maintain and improve knowledge and skills
- Attend community partner meetings

Promotion/Outreach

- Assist in the development and evaluation of Prevention Department goals and objectives
- Assist in developing of agency marketing plan to include agency services, national awareness days, local events
- Assist in development and implementation of social marketing campaigns to educate community about HIV and other STIs, promote the agency’s services, events, and combat stigma
- Assist in event planning for fundraisers and outreach/awareness events
- Attend/conduct outreach and education events

Counseling, Testing and Referral (CTR)

- Assist in development, implementation and evaluation of CTR goals and objectives



- Conduct CTR services
- Maintain data collection and complete all required reporting
- Train and supervise testing staff
- Monitor quality assurance compliance
- Maintain inventory control and ordering
- Ensure STI results are reported to the appropriate authorities

Harm Reduction

- Assist in development, implementation and evaluation of HR goals and objectives
- Provide HR services to participants
- Maintain databases
- Refer and link clients to community resources, including HCV/HIV/STI treatment, SUD treatment, Mental Health resources; assess barriers to care and provide follow up when appropriate

Other Duties

- Be available for extended hours, occasional evenings and Saturdays
- Must be willing to travel as necessary for trainings and other assignments
- Participation in agency fundraisers
- Other duties as assigned

Qualifications

- Bachelor's degree in Public Health, Health Promotion, Community Health or related field
- Excellent communication, public speaking and writing skills
- Cultural competence with people at a high risk of HIV, including injection drug users, LGBTQ+ community, minority populations and others
- Experience in social marketing and designing promotional materials
- Whetstone and rapid testing training certification or ability to obtain within 3 months of hiring date
- Self-motivated to learn new skills
- Knowledge of HIV/HCV/STIs
- Valid driver's license and vehicle liability coverage
- Acceptable driving record and criminal background check
- Supervision experience or leadership training/experience
- *Completed covid-19 vaccination series*



Preferred, but not required

- Master's Degree in Public Health or other related field
- Experience in completing state and federally mandated reporting
- Experience developing and implementing social marketing plans
- 1-2 years experience in Community Health
- Marketing experience
- Whetstone Certification
- Spanish speaking
- Phlebotomy skills
- Rapid testing experience

Compensation:

- Generous Health & Dental Insurance
- Paid Holidays
- PTO/Vacation
- 403B Retirement Savings Plan
- Salary Range starts at \$22/hour

This position is non exempt from overtime compensation.

Non-Discrimination Statement:

ALFA prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law.

ALFA is committed in policy, principle, and practice to maintaining an environment which prohibits discriminatory behavior, and provides equal employment opportunity for all persons.



Instructions to Apply:

Please include a Cover Letter and Resume in an email titled “ Prevention Services Manager” in the subject heading to: employment@alfainfo.org