

JOB DESCRIPTION: PSYCHOSOCIAL PROGRAMS COORDINATOR

General: Full-time position (non-exempt) at forty hours per week. Compensation is based upon qualifications and previous experience.

Reports to: Care Services Program Manager

Defined: The Psychosocial Programs Coordinator will work with LGBT individuals, HIV+ individuals, their partners, and other minority populations, providing psychosocial support services, including but not limited to, Life Skills Classes, Gay/Bisexual Men's Group, and Peer Support Programs.

Employment Standards:

- A Bachelor's degree (health or a human services related field, preferred).
- Experience working with HIV+ individuals, LGBT populations or other diverse groups.
- Case Management experience or Non-profit experience preferred.
- Bilingual (Spanish) a plus.

Key responsibilities include the following:**Client Assessment and Engagement**

1. Develop and instruct Life Skills classes to HIV+ individuals. These classes will focus on topics including but limited to: Budgeting, shopping on a fixed/limited income, finding affordable housing options, cooking healthy meals, sexual health, finding supportive services (mental health, substance abuse assistance, financial assistance), prioritizing wants vs needs, finding streams of income, impact & importance of literacy, understanding, assessing & utilizing insurance benefits, how to advocate for oneself, and achieving personal goals.
2. Organize and host a Gay/Bisexual Men's Group. Facilitate discussions on Sexual Health (HIV care & prevention), Community building, Self-esteem, PrEP (for singles and serodiscordant couples), Generational differences & similarities among gay/bisexual men, and other issues important to this population.
3. Create opportunities for socializing and encouraging interpersonal relationships among at-risk, minority, and/or marginalized populations.
4. Provide linkage-to-care for HIV+ individuals, and encourage those already in-care to stay engaged in-care.
5. Create and disseminate HIV prevention messages, provide PrEP information and referrals and HIV testing referrals to serodiscordant couples, HIV- individuals and those with an unknown HIV status.
6. Actively seek out, create, and build rapport with individuals, groups, and community partners to support FAHASS programs, events, and activities.
7. Work closely with Non-Medical Case Managers and other Care Services Staff in other programs and duties.
8. High standards and quality of work in order to consistently achieve project goals.
9. Assist with FAHASS client needs as they arise.

Data and File Maintenance

1. Utilize CAREWare, the agency's client data system, to enter client service records and all eligibility information.
2. Verify all eligibility documentation, ensure their proper placement in the client paper record, scan the items into CAREWare, and attach them to the client's CAREWare record.

3. Record all client contact within the client's paper file in addition to CAREWare including the specific service provided, the length of service, and any case notes that identify details about the client interaction.
4. Work closely with the Grants Manager to develop reports and quality performance measures to ensure program and client adherence to program standards.
5. Analyze and integrate diverse and complex quantitative and qualitative data from a wide range of sources.
6. Identify urgent and potentially difficult decisions and act on them promptly.
7. Maintain accurate, up-to-date records of client contracts, tracking services and necessary eligibility forms within assigned deadlines for all assigned clients.
8. Contact with the client will be monitored within the client's file and all grant reporting will be supported by file documentation.

Additional Requirements:

- Communicate effectively to varied audiences, including formal public speaking.
- Strong leadership skills to coordinate team- and department-wide activities, ensuring that roles within the team are clear.
- Demonstrated ability to work in a multi-cultural environment and with people of diverse populations, in a supportive and objective manner.
- Organize and prioritize work assignments while performing highly detailed tasks with accuracy.
- Understanding of computer word processing software and the ability to learn new programs; CAREWare experience preferred.
- Demonstrate, apply, and share expert technical knowledge across the organization.
- Considering the large service region, periodic travel may be required to adaptively and effectively service clients.
- Possession of a valid state driver's license.
- Perform other duties as requested by the Executive Director and the Care Services Program Manager in support of FAHASS policies and mission.
- The ability to work within a team framework while maintaining confidentiality at all times!



To apply for this position: Fully completed employment applications with an accompanying resume and cover letter must be received by email, mail, or fax. Copies of the FAHASS application are available on our main page at www.fahass.org. **No phone calls, please.**

Application submissions and correspondence regarding the process may be sent using any of the following methods:

Email:

resume@fahass.org

Mail:

Candace Strang
FAHASS
4701 Market St, Suite B
Fredericksburg, Virginia 22408

Fax:

FAHASS
Attn: Candace Strang
(540) 907-4318