JOB POSTING
Pre-Exposure Prophylaxis (PrEP) Coordinator

Cascade AIDS Project (CAP), the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington, is committed to preventing HIV infections, supporting and empowering people living with or affected by HIV and eliminating HIV-related stigma and health disparities. Learn more about us at http://cascadeaids.org.

CAP is excited to announce that we are currently hiring a full-time Pre-Exposure Prophylaxis (PrEP) Coordinator to oversee the development and expansion of the PrEP resources including but not limited to: education, engagement, patient navigation and adherence counseling program at Cascade AIDS Project. We are looking for an enthusiastic individual experienced in community health, project management, and has a strong commitment to building a program that involves multiple stakeholders.

This position will be the primary staff person leading the development of Cascade AIDS Project’s work in PrEP. Responsibilities include:

- Conducting client-centered PrEP education and adherence counseling services with a focus on client acquisition, engagement and retention.
  - Providing patients and clients with basic introductory education regarding PrEP.
  - Recruiting high-risk patients and clients into PrEP education.
  - Providing assistance to clients in finding a medical provider and navigating through medication payment options including patient assistance programs as well as insurance enrollment
  - Conducting follow-up to offer adherence counseling
- Providing outreach to all relevant communities with a focus on outreach in the MSM Men of Color community in order to reach
- Designing, implementing, and distributing advertising and educational campaigns for PrEP in the Portland metro and surrounding areas
- Updating and maintaining information of providers with Oregon and Washington state who prescribe PrEP and who provide their services in a culturally affirming manner.
- Working closely with county health providers in a healthcare setting with clients who are interested in PrEP

The person in this position is based in the CAP main office. Occasional evening and weekend work is required. This position is funded through August 31, 2016 with possibility of extension.

Required Qualifications:

- 4 years of experience working in Community Health or 2 years’ experience working in Community Health combined with a Bachelor’s Degree in human/social services field (social work, public or community health, psychology) or related field
- Must have sensitivity to, interest in and competence in cultural differences, HIV/AIDS, minority health, sexual practices, and a demonstrated competence in working with persons of color and gay/lesbian/bisexual/transgender community.
- Understanding of how HIV is transmitted and prevented as well familiarity with Pre-Exposure Prophylaxis (PrEP)
- Experience with project management including, but not limited to: engaging community partners, creating work plans, providing communications to donors and stakeholders, overseeing volunteers, managing deadlines, and ensuring smooth program implementation
- Demonstrated ability to work independently with accountability; exercise sound judgment, discretion, and professionalism at all times
- Demonstrated ability to effectively collaborate with community stakeholders
- Demonstrated computer and keyboard proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet including social media platforms and applications
- Valid Driver’s License and access to a reliable vehicle.*
Preferred Qualifications:
- Previous professional or volunteer experience working in HIV prevention and/or delivering sexual health education programs
- Master’s degree in Public Health, Social Work or related field
- Previous experience working with transgender individuals or within the African-American community
- Previous experience with Oregon’s health insurance exchange
- Previous experience conducting HIV counseling and testing, including phlebotomy
- Verbal and written fluency in Spanish
- Familiarity with Critical Time Intervention, Assertive Community Treatment or Intensive Case Management models of service.

Compensation: $33,877-$44,310 annually depending on experience and education; employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution; generous vacation and health leave benefits.

This is a Union Represented Position.

Closing Date: Position open until filled.

To apply for this position: Mail, email, fax, or deliver the following documents:

1) A complete cover letter and resume (attached as Word or pdf) that explicitly addresses how you meet all of the required qualifications.
2) A completed CAP Employment application (available at http://www.cascadeaids.org/about/careers) to:

   Cascade AIDS Project
   PrEP Coordinator Position
   208 SW Fifth Avenue, Suite 800
   Portland, Oregon 97204
   Fax: 503-223-6437

   Or by email to:
   jobs@cascadeaids.org

   Cascade AIDS Project is an Equal Employment Opportunity/Affirmative Action Employer
   People of color, women, LGBTQ individuals and people living with HIV are strongly encouraged to apply