



JOB POSTING

MAI African American Services Navigator

Description: Cascade AIDS Project (CAP) is the oldest and largest AIDS Service Organization (ASO) in Oregon and Southwest Washington. We are seeking a full time (1 FTE) Minority AIDS Initiative (MAI) African American Services Navigator to provide strengths-based social services to people living with HIV/AIDS (PLWHA) who are African American, and to assist clients in navigating medical care, mental health care, and drug/alcohol systems, and provide support to clients in connecting to housing case management services, as this is critical to their stability and medical engagement. Also, facilitate a monthly support group, called Real Talk, for African Americans living with HIV/AIDS.

Responsibilities include: assessing client needs, conducting intakes in the community, providing information and referral, developing individual goal plans and assisting clients in carrying out the activities to achieve their goals, completing forms and entering data into the agency database in a timely and accurate manner, assessing clients' adherence to HIV medications on a regular basis, supporting clients in building health literacy skills, working collaboratively with housing case managers and community partners, and other duties as assigned.

This position is based in our Portland office, but will travel throughout the five-county service area for meetings and client home-visits. Some evening and weekend work is required. This is a non-management, union-represented position.

The following are **Minimum Qualifications** which all applicants must meet in order to be considered for this position. **It must be evident from your application packet that you meet all minimum qualifications. Those who do not meet minimum qualifications will not be considered for the position.**

- Bachelor's degree in human/social services field (social work, public or community health, psychology), or a minimum of two years' experience providing case management (or similar) services
- Demonstrated and successful experience working within the African American community
- Successful experience working with ethnic, racial, economic and sexually diverse populations
- Successful experience working with persons who have experienced homelessness, persons with a mental illness and/or substance addiction
- Prior experience providing case management (or similar) services
- Demonstrated computer and keyboard proficiency using Microsoft Office software (Word, Excel, Outlook) and working knowledge of the internet
- Excellent written and oral communication skills
- Demonstrated ability to effectively collaborate with community stakeholders
- Strong organizational and time management skills
- Ability to work independently with accountability; exercise sound judgment and discretion

- Able to travel throughout the service area on a frequent basis
- Available to work some evenings and weekends

Preferred Qualifications:

- Previous professional or volunteer experience working with people living with HIV
- Knowledge of social services in the Portland Metro Area
- Knowledge of benefits programs available to people with HIV

Compensation: \$38,876 annually (at 1 FTE, 40 hours per week); employer-paid health, dental, vision, short-term and long-term disability and life insurance; 401(k) retirement plan with generous employer matching contribution; 125C cafeteria savings plan; generous vacation and health leave benefits.

NOTE: This is a union represented position.

Closing Date: Open until filled.

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

1) a complete cover letter (attached as Word or pdf) that serves as an example of your writing and addresses how you meet all of the minimum qualifications specific to the position you are applying for, 2) your resume, and 3) a completed CAP Employment application (available at www.cascadeaids.org/employment) to:

Cascade AIDS Project
MAI African American Services Navigator Position
520 NW Davis Street, Suite 215
Portland, Oregon 97209

Or e-mail to:
jobs@cascadeaids.org

Or fax to:
503-223-6437

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