



PREVENTION TEAM LEAD

Pierce County AIDS Foundation (PCAF), Tacoma and Olympia Offices, WA

Mission Statement: *Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

General Description:

The Prevention Team Lead provides support to individuals navigating access and adherence to antiretrovirals (ARVs) for Pre Exposure Prophylaxis (PrEP) and maintains a leadership role within the Prevention Department. The Prevention Team Lead represents PCAF (Pierce County AIDS Foundation) and the Prevention Department in the community, and functions as a member of the Prevention Department.

Scope of Work:

Under the supervision of the Prevention Director, the Prevention Team Lead is responsible for the following:

- Supervise, support, train, evaluate, and provide formal and informal consultation to Prevention and Health Coordinators.
- Supervise work study students, interns, and volunteers assigned to the Prevention Department.
- Maintain a small client caseload, and comply with agency standards of PrEP case management. Includes assessment of identified needs, development and tracking of individualized service plans, enrollment in comprehensive insurance plans, and navigation of community resources.
- Oversee and coordinate intake and reactivation process for clients and community members seeking PrEP case management services.
- Consistently model and display appropriate professional boundaries at all times.
- Educate clients in the model of harm reduction when necessary and appropriate.
- Coordinate the Prevention Department's programming, including educational and preventative programming, fourth generation HIV testing and advocacy, community contracts and recruitments, support groups, and agency Lunch and Learn sessions.
- Manage the Prevention Department's condom distribution program, including partner collaboration, enrollment, and budget. Purchase supplies on a regular basis in accordance with funding.
- Coordinate the Prevention Department's programming, including the documentation of contacts and activities as required by funding sources. Maintain confidential records and prepare statistical monthly and quarterly reports in an accurate and timely manner.
- Cultivate and sustain positive working relationships with community providers. Facilitate outside referrals for such services when necessary and appropriate, and provide follow-ups to ensure client access.
- Represent PCAF and its prevention and educational programs in the community and attend community meetings that will impact PCAF prevention efforts
- Assist in the development of program policies and procedures as needed to define program guidelines and improve outcomes.

- Develop and demonstrate knowledge of HIV and AIDS, related conditions, and treatment particularly as they relate to and intersect with individuals and communities.
- Prioritize and manage time effectively, monitoring performance to ensure quality.
- Contribute as a team member and share in the responsibilities required to maintain operations and serve the mission of the organization. This includes, but is not limited to, attending events, participating in fundraising activities, obtaining training, undertaking research, traveling, flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

Qualifications:

- 2+ years experience in a leadership position with the ability to influence and drive organizational evolution as aligned with mission, strategic goals, and capacity
- Bachelor degree in Public Administration, Public Health, Social Work or a related field preferred
- Solid understanding of how HIV is acquired, transmitted, and treated, as well as associated stigma. Grasp of issues facing HIV affected persons, HIV/AIDS in society, and experience working with HIV+ individuals is preferred.
- Working knowledge of HIV/AIDS system of care or experience in related field.
- Prefer candidates with leadership skills, and knowledge of and an ability to access community resources and referrals in the South Sound region including Pierce, Thurston, and Lewis Counties. Familiarity with outcome-based evaluation, and strengths-based and harm reduction models.
- Require candidates who have experience working with diverse populations, with a preference for candidates who have experience working with individuals and communities experiencing mental health, substance abuse, and/or homelessness issues.
- Prefer candidates with successful management of chronic illness, and knowledge of the grieving and death and dying process.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Experience using social justice-oriented, anti-racist, pro-equity, and collaborative approaches.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one's own internal biases and cultural humility.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and representing the agency.
- Demonstrated motivation and self direction. Ability to work independently, with minimal supervision.
- Ability to be flexible, supportive, and to work cooperatively with staff as a member of a diverse team.
- Excellent written and verbal communication skills required, along with demonstrated ability to work effectively under stressful conditions
- Proficiency in computer word-processing, Excel, and other databases; demonstrated ability to access information via the Internet.
- Physical components include periods of frequent keyboarding, lifting up to 30 lbs, and intervals of sitting, standing, and moving about the office.
- Must have reliable car, Washington State driver's license, and appropriate insurance. Regularly scheduled travel to second office is required.

Salary and Benefits:

This is a full-time, regular, exempt position. Compensation for this position is \$50,000 per year. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term and long-term disability insurance, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

How to Apply:

Please submit a cover letter and resume to Lorenzo Cervantes, Prevention Director, lcervantes@pcaf-wa.org by 5:00 pm, January 9, 2020. Include in your letter the reasons you are interested in the position, the value you would bring to the role, and your qualifications related to this opening.

Lorenzo Cervantes
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Equal Opportunity Employer:

PCAF (Pierce County AIDS Foundation) is an equal opportunity and proud Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.

Candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.