



IN OUR OWN VOICES, INC.

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245 Lark Street, Albany, New York 12210

Company Name: In Our Own Voices

Job Title: WSW Program Coordinator

Reports To: Director of intervention Services

Salary Range: \$42,700 to \$48,500 per year

Job Type: Full-time, Exempt (i.e.)

Position Summary

The Women Who Have Sex with Women (WSW) Coordinator is responsible for coordinating program activities, facilitating homegrown and evidence-based intervention sessions, and managing general program operations. As part of IOOV's LGBT Health Services team, the WSW Coordinator will oversee HIV/STI/HCV awareness initiatives, conduct risk assessments, provide counseling and testing, and supervise the HIV/HCV Test Counselor and WSW Community Engagement Specialist.

Major Activities

- Coordinate HIV prevention and related services for Women Who Have Sex with Women.
- Implement, recruit for, and facilitate intervention programs.
- Network and coordinate programs with other agencies and schools in the community that serve youth at risk and/or with high HIV rates.
- Provide case management services, including referrals, patient navigation, and linkage to care.
- Perform HIV risk assessments and testing.
- Observe and adhere to HIPAA and the HIV Confidentiality Law requirements.
- Supervise the WSW Community Engagement Specialist.
- Perform other duties as assigned.

Qualifications

- Commitment to In Our Own Voices, Inc.'s mission, vision, and core values.
- Minimum of one year of experience in clinical and/or community-level HIV interventions, counseling, or psychosocial assessment.
- Knowledge of social service systems and resources as they relate to Women Who Have Sex with Women.
- Familiarity and comfort with LGBTQ+ issues, HIV/AIDS prevention education, PEP, PrEP, and women's sexual health topics.
- Demonstrated group facilitation skills and excellent oral and written communication skills.
- HIV counseling and testing certification is strongly preferred, or willingness to obtain certification within three months of employment.

- Spanish language proficiency is a plus.
- Ability to work collaboratively in a team environment.
- Flexibility to work after hours and weekends as required by program needs.
- Valid, unrestricted driver's license and independent means of transportation for travel per program requirements.

Physical and Working Conditions

- Ability to work flexible hours, including evenings and weekends, as needed.
- Occasional local travel is required for program-related needs.
- Able to lift a minimum of 25 lbs.

In Our Own Voices is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.