



# IN OUR OWN VOICES, INC.

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Phone (518) 432-4188 | Fax (518) 432-4123 | [www.ioov.org](http://www.ioov.org)

245 Lark Street, Albany, New York 12210

**Company Name:** In Our Own Voices  
**Job Title:** TransCare Program Coordinator  
**Reports To:** Director of Intervention Services  
**Salary Range:** \$42,700 to \$54,500 per year  
**Job Type:** Full-time, Exempt (i.e.)

## Join Our Mission to Empower and Uplift

Are you passionate about LGBTQ+ advocacy, public health, and community empowerment? Do you want to make a direct impact in the lives of Transgender and Gender Non-Conforming (TGNC) individuals, especially TGNC people of color?

At In Our Own Voices (IOOV), we are dedicated to advancing health equity, social justice, and holistic support for LGBTQ+ communities of color. As the **TransCare Program Coordinator**, you will lead transformative initiatives, provide life-changing services, and build inclusive health access for TGNC individuals.

We want to hear from you if you are a visionary leader, skilled communicator, and community-driven advocate.

## Position Overview

The TransCare Program Coordinator will lead IOOV's LGBTQ+ Health Services initiatives focused on HIV/STI/HCV prevention, risk reduction, and education. This role includes overseeing intervention programs, supervising staff, and collaborating with community partners to improve healthcare access for TGNC individuals. The coordinator will also lead outreach efforts, coordinate HIV/HCV testing services, and develop public awareness campaigns.

This position offers a dynamic combination of program development, advocacy, and direct service work, making it an excellent opportunity for someone who thrives in a mission-driven environment.

## Key Responsibilities

### Program Leadership & Community Impact

The mission of In Our Own Voices, Inc., is to work for and ensure the physical, mental, spiritual, political, cultural, and economic survival and growth of Lesbian, Gay, Bisexual and Transgender people of color communities.

- Develop, implement, and oversee HIV prevention and health services tailored to TGNC communities of color.
- Lead and facilitate intervention programs such as *Project Phoenix* and *SexTransations*, including recruitment, program facilitation, and impact assessment.
- Expand HIV/STI/HCV testing services, increasing the number of TGNC individuals who are aware of their status and connected to care.
- Plan and execute social marketing campaigns and major events, including:
  - Transgender Day of Remembrance
  - Sexual Health & Body Positivity Initiative

## **Outreach & Partnerships**

- Build and strengthen partnerships with local agencies, community-based organizations, and coalitions advocating for LGBTQ+ health equity across New York State.
- Lead digital and in-person outreach efforts to increase program visibility and accessibility.

## **Case Management & Health Services**

- Conduct risk assessments, HIV/HCV testing, and counseling for community members.
- Provide patient navigation and direct case management, ensuring clients receive comprehensive support, referrals, and linkage to care.
- Supervise the HIV/HCV Test Counselor, ensuring quality assurance for testing, documentation, and data reporting.
- Submit monthly reports for organizational leadership and funders.

## **Staff Supervision & Compliance**

- Provide leadership and supervision to a Case Manager, Community Engagement Specialist, and Peer Advocate.
- Ensure adherence to HIPAA and HIV Confidentiality Laws.
- Maintain quality assurance across all program services, documentation, and testing procedures.

## **What We're Looking For**

### **Required Qualifications**

The mission of In Our Own Voices, Inc., is to work for and ensure the physical, mental, spiritual, political, cultural, and economic survival and growth of Lesbian, Gay, Bisexual and Transgender people of color communities.

- Bachelor's degree required (Public Health, Social Work, Human Services, or a related field preferred).
- Minimum of two years of experience in HIV prevention, counseling, public health, or social services, with a focus on LGBTQ+ or TGNC communities.
- Strong knowledge of HIV/STI/HCV services, PEP/PrEP, gender-affirming care, and sexual health.
- Experience with case management, risk assessments, and psychosocial support.
- Excellent communication and facilitation skills, with comfort leading group interventions.
- Ability to work flexible hours, including evenings and weekends as needed.
- Valid driver's license and independent transportation for outreach and program needs.
- Able to work with multiple personalities and receive positive, constructive feedback in a professional manner.

### **Preferred Qualifications**

- Fluency in Spanish (highly preferred).
- HIV Counseling & Testing Certification (or willingness to obtain within three months; employer-provided training available).
- Experience managing community outreach programs and event coordination.

### **Work Environment & Physical Requirements**

- Office-based with frequent community engagement and fieldwork.
- Must be able to lift up to 50 lbs. unassisted.
- Prolonged sitting and extensive computer use are required.
- Frequent phone, email, and in-person interaction with clients and colleagues.

### **Why Join In Our Own Voices?**

At IOOV, we are more than just a workplace—we are a community of changemakers. We offer:

- A mission-driven, inclusive, and empowering work environment.
- Opportunities for leadership and professional growth.

The mission of In Our Own Voices, Inc., is to work for and ensure the physical, mental, spiritual, political, cultural, and economic survival and growth of Lesbian, Gay, Bisexual and Transgender people of color communities.

- The chance to make a real, lasting impact in the lives of TGNC individuals.

Be part of something bigger. Help us build a future where all LGBTQ+ individuals of color have access to safe, affirming, and life-changing healthcare services.

## **Ready to Make a Difference? Apply Today!**

In Our Own Voices is an equal-opportunity employer. We encourage applications from candidates of all backgrounds, including BIPOC, LGBTQ+ individuals, people with disabilities, and those with lived experience in the communities we serve.