



Position: Counseling Coordinator
Program: Sexual Health and Education Program
Department: Health & Mental Health Services
Reports to: Counseling Supervisor
Salary: \$43,680 Annually
Status: 100%, Regular, Exempt, Full-Time
Probation: 180 Days
Benefits: Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) Retirement Plan

JOB SUMMARY: Under supervision of the Counseling Supervisor, the Counseling Coordinator will provide STD/HIV counseling and testing, coordinate linkage to medical care for HIV-positive and PrEP eligible patients, and assist the program supervisor with oversight of general operations within the Sexual Health and Education Program.

ESSENTIAL FUNCTIONS:

- 1) Work collaboratively with the Nursing Supervisor and Clinical Services Manager to ensure the smooth flow of day-to-day operations;
- 2) Facilitate the interagency referrals and collaborate with other internal programs and departments;
- 3) Work collaboratively with Nursing Supervisor to ensure educational materials are current and culturally relevant for target population;
- 4) Ensure appropriate counseling coverage;
- 5) Monitor counseling staff for quality assurance and contract purposes;
- 6) Train new counseling staff;
- 7) Monitor electronic communication systems and patient results delivery systems;
- 8) Schedule and participate in counseling staff meetings and other meetings as assigned;
- 9) Conduct counseling interviews and risk assessment, provide referrals and education materials, as needed;
- 10) Coordinates financial screening visit, first medical visit, and other services such as mental health, 12-step programs, legal aid, housing assistance, general relief, etc. for HIV positive and PrEP eligible patients;
- 11) Provides benefit enrollment, financial screening, case management, and counseling support until patient successfully links to care;
- 12) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) Experience working in an administrative capacity (in medical setting preferred);
- 4) State or County certified HIV Risk Assessment/Disclosure counseling or willingness to obtain certification;
- 5) Excellent verbal and written communication skills, including strong organizational, detail and interpersonal skills;
- 6) Ability to work in a high pressure environment with little or no supervision;
- 7) Ability to handle and prioritize multiple projects;
- 8) Computer skills including word processing and other software systems preferred;
- 9) Bilingual (English/Spanish preferred) a plus;
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.

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