



Position: Counseling Supervisor
Program: Sexual Health and Education Program
Reports To: Sexual Health and Education Program Manager
Department: Health & Mental Health Services
Salary: \$47,000/year
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, Life Insurance, Long-Term Disability, Employee Assistance Program and 403(b) Retirement Plan

JOB SUMMARY:

Under the supervision of the Program Manager, the Counseling supervisor is responsible for oversight of all counseling staff in the provision of HIV/STD counseling and risk assessment for biomedical interventions including PEP and PrEP.

ESSENTIAL FUNCTIONS:

- 1) Supervise all HIV/STD Counselors and volunteers;
- 2) Ensure appropriate counseling coverage;
- 3) Monitor counseling staff for quality assurance and contract purposes;
- 4) Recruit, interview and select appropriate counseling staff and volunteers for the Sexual Health and Education Program (SHEP) in consultation with the Manager;
- 5) Coordinate and monitor counseling staff and volunteers training and certifications.
- 6) Work collaboratively with the Clinical Services Manager and Nursing Supervisor to maximize patient services and ensure the smooth flow of day-to-day operations;
- 7) Facilitate the interagency referrals and collaborate with other programs and departments within the LA Gay & Lesbian Center;
- 8) Work collaboratively with Nursing Supervisor to ensure educational materials are current and culturally relevant for target population;
- 9) Act as a point person for ordering supplies and requesting IT support;
- 10) Oversee financial screening processes;
- 11) Schedule and participate in counseling staff meetings and other meetings as assigned.
- 12) Conduct counseling interviews and risk assessment, provide referrals and education materials, as needed
- 13) Provide in-depth HIV / STD Risk Assessment and Disclosure counseling, providing resource/referrals and educational materials, regarding HIV antibody test, HIV infection, HIV transmission, HIV prevention and information about STD infection, transmission, prevention and treatment in according to Federal, State and County requirements;
- 14) Provide comprehensive linked referral service to HIV+ patients;
- 15) Other duties as assigned

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) 6 - 8 years' experience in health services or related field and/or equivalent education;
- 2) 3 - 5 years' experience with project coordination and/or management;
- 3) State or County certified HIV Risk Assessment/Disclosure counseling or willingness to obtain certification;
- 4) Experience working in an administrative capacity (in medical setting preferred);
- 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 a plus (English/Spanish preferred);
- 10) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment;
- 11) Experience working with the LGBT community and familiarity with issues of particular relevance to LGBT people;
- 12) Have a passion for the Center's work and its mission to make the world a better place for LGBT people.

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.

E-mail resume and cover letter as a word attachment to jobs@lalgbtcenter.org

website: www.lalgbtcenter.org

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028