

JOB POSTING

The Ryan-NENA Community Health Center, a satellite of the William F. Ryan Community Health Center, is a progressive community-based organization that provides high quality, linguistically appropriate, and culturally sensitive services to the people we serve.

POSITION: ASSISTANT COORDINATOR OF PREVENTION AND SUPPORT SERVICES

POSITION DESCRIPTION:

Assist in the supervision of Prevention Education and Support Service program staff, including but not limited to: day to day supervision and support to assure that all staff meets recognized standards for delivery of quality care and services, and adheres to all organizational policies and procedures, professionalism and productivity. Assist in ensuring that all funding mandates are met, including productivity goals and report submission. Assist in developing curricula, training materials, brochures and abstracts. Ensuring the provision of on- and off-site prevention health education and street and community outreach relevant to the target populations, including but not limited to: HIV/STD prevention, HIV counseling, testing and referral, substance abuse prevention, peer educator training, harm/risk reduction, and other public health interventions.

EDUCATION REQUIRED:

Bachelor's degree in the behavioral, health or social science fields.

EXPERIENCE AND/OR SKILLS REQUIRED:

Five years experience in human services providing direct services and two years supervisory experience. Must have experience with HIV programs. Must have basic computer/word processing skills. HIV Counseling and Testing Certification preferred. Bilingual Spanish/English or Chinese/English preferred.

If interested in the above position, please send resume with cover letter to Melisa.Olivero@ryan-nena.org.