

RYAN CENTER

William F. Ryan Community Health Center

JOB POSTING

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

POSITION: COORDINATOR OF TESTING AND LINKAGE TO CARE

POSITION DESCRIPTION:

Supervision and training of staff conducting HIV and Hepatitis testing, including but not limited to: support to assure that all staff meet recognized standards for delivery of quality care and services, and adheres to all organizational policies and procedures, professionalism and productivity. Ensuring that patients are linked to medical care and results are documented appropriately. Assist in ensuring that all funding mandates are met, including productivity goals and report submission. Assist in developing curricula, training materials, and abstracts. Conduct quality assurance checks of program data using Excel and Access and other data analysis tools.

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; HIV Counseling and Testing experience preferred. Must have computer skills including with Word, Excel and Access. Knowledge of e Clinical Works and e Share programs a plus. Bilingual Spanish/English preferred.

Anyone interested please send a cover letter and resume to the Human Resources Department by fax at 212-316-7945 or email Fay.Barrett@ryancenter.org. Please include Coordinator of Testing and linkage to care and your last name in the subject line.