

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: ASSISTANT COORDINATOR, PREVENTION EDUCATION & OUTREACH

POSITION DESCRIPTION:

Assist in the supervision of Prevention 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. Conduct quality assurance checks of program data using Excel and Access and other data analysis tools. 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: Hepatitis testing, HIV/STD prevention, HIV counseling, testing and referral, substance abuse prevention, 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; Hepatitis, HIV Counseling and Testing experience preferred. Must have computer skills including with Word, Excel and Access. Knowledge of eClinical Works and eShare programs a plus. Bilingual Spanish/English preferred.

Anyone interested please email a cover letter and resume to ryancenterJobs@ryancenter.org. Please include Assistant Coordinator of Testing and linkage to care and your last name in the subject line.