Overview

The HIV/AIDS epidemic is not over, especially in Black communities. Would you like to be a part of the solution? The Black AIDS Institute is looking for a passionate and self-motivated Linkage to Care Coordinator to help us end the HIV epidemic among Black Angelinos. The Linkage to Care Coordinator will be part of an innovative team that works collaboratively to run the Black AIDS Institute’s (BAI) HIV clinical and programmatic services to serve all Black Angelinos. The Linkage to Care Coordinator is responsible for supporting BAI’s HIV clinical and social support programs through the maintenance and improvement of a comprehensive linkage and navigation program in Los Angeles; and working collaboratively to provide testing, client navigation, and social support programming for Black people in LA.

The ideal candidate must have a demonstrated commitment to anti-oppression work; strong work ethic; passion for achieving health equity; demonstrated success in linkage and case management; and thrive in an unapologetically Black work environment.

Job Location: Los Angeles, CA

Reporting Relationship: Prevention and Care Manager

Supervisory Relationship: Program Specialists, Interns, and/or Volunteers

Supervision/Training:
● Regular supervisory meetings
● Weekly team meetings
● Periodic participation in internal and external trainings
● Ongoing professional development opportunities

Agency-wide Duties and Responsibilities:
● Support the mission, vision, and values of the Black AIDS Institute
● Comply with all organizational policies and procedures, including, but not limited to:
  o Using Asana, a web-based project management system
  o Maintaining client and organizational confidentiality
● Participate in appropriate professional development programs to attain and maintain competency

Position Specific Duties/Responsibilities:
● Linkage, Case Management, & Client Navigation
  o Coordinate services for newly and previously diagnosed clients living with HIV and clients who are on PrEP or other biomedical services
o Coordinate and link HIV-positive clients to medical care, biomedical services, BAI support services, and other services as needed
o Navigate potential barriers to care with newly and previously diagnosed people living with HIV and people on PrEP
o Develop and maintain communication between BAI and service providers for successful coordination of services
o Document and complete all referral procedures and paperwork in a detailed, clear, accurate, professional, and timely manner
o Provide comprehensive case management that includes, but is not limited to screening and assessing clients; creating, implementing and monitoring individual service plans; crisis intervention; connecting clients to health, mental health, employment, housing, benefit enrollment, financial screenings, and other community resources
o Verify that medical care and other services are accessed
o Ensure clinical services are of the highest quality and in accordance with all federal, state, and county regulation and all facilities are within regulation
o Ensure the delivery of structurally competent, patient-centered care

● HIV Testing
  o Manage and maintain BAI’s testing program
  o Conduct client-centered culturally affirming HIV counseling and testing
  o Work closely with testers to establish and implement protocols in support of optimal client experience
  o Ensure all clients are served with the appropriate referrals and linkage through wrap around and red carpet services
  o Operate BAI’s clinic and testing days

● Systems Building
  o Establish and maintain clear and updated policies and procedures for prevention & care
  o Attend and participate in relevant community meetings, councils, roundtables, and committees
  o Develop mutually beneficial relationships with organizations and individuals to holistically address the needs of and better serve Black communities in Los Angeles, including the fostering of formal referral relationships
  o Maintain and update referral guide
  o Implement monitoring and evaluation strategy for the Prevention and Care team inclusive of developing assessments, conducting data analysis, and applying findings to program improvement
  o Maintain and improve the usage of Apricot case management software including training new staff, providing technical assistance for staff, conducting quality assurance, and liaising with consultants
  o Lead data management efforts of client records

Professional Qualifications:
  ● Bachelor’s degree and a minimum of two years of relevant employment in HIV testing, case management, and linkage to care with increasing levels of responsibility; Master’s degree in related field preferred; combination of education and experience may be considered
  ● Proven experience performing healthcare-related field work or case management that directly engages communities most affected by HIV
  ● High level HIV prevention knowledge preferred
  ● Proven experience linking clients to clinical care
  ● Proficient knowledge of Medi-Cal, Medicare, Ryan White Care Act, and ADAP health benefits navigation
  ● Proven experience collecting, reviewing, and submitting data in a timely manner
● Experience using electronic health record systems
● Knowledge of HIPAA protections and data security best practices
● Certified HIV tester/counselor
● Knowledge of Los Angeles County’s HIV service organizations and/or clinics preferred
● High level proficiency in Windows and Microsoft Office (Word, Outlook, PowerPoint and Excel)
● Excellent oral, written, interpersonal communication, public speaking and presentation skills
● Experience in project planning, meeting facilitation and consensus building, program evaluation, leading trainings, coalition building, and curriculum development (specifically for adult-learners)
● Demonstrated understanding of the structural and cultural issues related to HIV/AIDS prevention and care among Black people, people living with HIV, women, gay and bisexual men, trans folks, and their intersections.
● Demonstrated commitment, in one’s personal or professional life, to social and racial justice
● Ability to exercise discretion and tact in all interpersonal contacts and always maintain confidentiality
● Exemplary ability to manage multiple tasks using independent judgment and discretion
● Ability to work independently and accurately in a high-paced, deadline-oriented environment
● Ability to work under pressure while exercising discretionary judgment; make decisions when necessary with minimal direct supervision
● Flexibility to perform other duties and responsibilities as needed
● Reliable transportation required

Other Requirements:
● Ability to lift and/or move up to 20 pound boxes or equipment in office or at events
● Time will be split between Crenshaw and MacArthur Park offices
● Ability to work weekends and evenings
● Ability to read, write, and speak English. Bi-lingual Spanish desirable
● Certified HIV Test Counselor highly desirable
● Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

To apply, submit a cover letter and resume to humanresources@blackaids.org. Email subject line should read “Linkage to Care Coordinator.” Incomplete submissions will not be considered. Black folks, people who identify as LGBTQ+, people living with HIV, and people who hold more than one of these identities are highly encouraged to apply. No phone calls, please.

About the Black AIDS Institute

Our motto describes a commitment to self-preservation: “OUR PEOPLE, OUR PROBLEM, OUR SOLUTION.” Founded in May of 1999, the Black AIDS Institute (BAI) is the only national HIV/AIDS think tank focused exclusively on Black people. The Institute’s mission is to stop the AIDS pandemic in Black communities by engaging and mobilizing Black leaders, institutions, and individuals, in efforts to confront HIV. BAI disseminates information; advocates for sound, inclusive, culturally responsive public and private sector health policies; offers training and capacity building; provides health screening for HIV/STI/Hep C and other chronic and/or infectious diseases, and linkage to comprehensive; and conducts advocacy and mobilization from a uniquely and unapologetically Black point of view.

The Black AIDS Institute is an Equal Opportunity Employer.
For more information about the Black AIDS Institute visit www.blackaids.org.