Black AIDS Institute  
Job Posting  
Program Specialist – Testing, Linkage, & Case Management

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 (BAI) is looking for multiple passionate and self-motivated Testing, Linkage, & Case Management Program Specialists to help us end the HIV epidemic among Black Angelinos. BAI’s Program Specialists are the face of BAI’s programming in LA and work with clients and communities to promote HIV awareness, access HIV services, and deliver high quality and culturally affirming HIV programming. BAI’s Program Specialists have three distinct focus areas. BAI’s Testing, Linkage, & Case Management Program Specialists lead BAI’s HIV testing and support BAI’s HIV case management efforts.

The Program Specialists are an essential part of an innovative team that works 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; and thrive in an unapologetically Black work environment.

Job Location: Los Angeles, California

Reporting Relationship: Linkage to Care Coordinator

Supervisory Relationship: None

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

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

Position Specific Duties/Responsibilities:
HIV Testing and Case Management

● HIV Testing
  o Support coordinators in management and maintenance of BAI’s testing program
  o Conduct client-centered culturally affirming HIV counseling and testing
  o Contribute to establishment and implementation of 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 Ensure the successful operation of BAI’s clinic and testing days

● 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 clients living with HIV to medical care, biomedical services (ART), 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

HIV Testing, Linkage & Case Management Administration

● Data Entry & File Management
  o Assemble HIV testing files
  o Maintain file system
  o Enter all testing data into Evaluation Web (CDC reporting site) and case management database in a timely manner
  o Audit data entered on a monthly basis
  o Maintain incentive log
  o Assist in the maintenance of direct service, linkage, and partnership logs
  o Enter survey data, sign in sheets, contact cards, and all other client data into case management database

● HIV Testing, Linkage, & Case Management Inventory and Procurement
  o Maintain inventory system
  o Order testing supplies, tests, incentives, condoms, and office supplies
  o Ensure inventory is in adequate supply

● General Specialist Duties
  o Front Desk
    ▪ Greet clients, triage their needs, and sign them in
    ▪ Answer and direct calls
- Cultivate a clean and welcoming environment
- Schedule deliveries, sign for packages and distribute mail
- Other duties as assigned
- Some weekends and evenings may be required

**Professional Qualifications:**
- 2+ years of relevant professional experience in any of the following fields:
  - Data and Administrative Support
  - HIV Testing
  - Case Management
- A Bachelor’s degree or a combination of education and experience is acceptable
- High level HIV prevention knowledge preferred
- Experience working with Black communities
- An understanding of the Southern California HIV landscape and communities
- 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
- High level proficiency in Windows and Microsoft Office (Word, Outlook, PowerPoint and Excel)
- Excellent oral, written, and interpersonal communication
- Ability to maintain a friendly demeanor in person and on the phone
- 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
- Bi-lingual Spanish desirable
- Certified HIV Test Counselor preferred
- 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 “Program Specialist – Testing, Linkage, & Case Management.” Incomplete submissions will not be considered. 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.