Program Specialist (Transgender Services) FTR-122016

Agency Description:
Asian & Pacific Islander Wellness Center is an LGBTQ and people of color health organization that transforms lives by advancing health, wellness and equality. We strengthen well-being and lead underserved communities—of any race, ethnicity, gender identity, sexual orientation, or immigration status—toward justice and health. Founded in 1987 as an all-volunteer, community-based response to the AIDS crisis in communities of color, we are based in San Francisco’s Tenderloin neighborhood; we operate local, regional, statewide, and national programming.

We believe that everyone deserves to be healthy and needs access to the highest quality health care.

Program Description:
Trans Thrive is a wrap-around drop-in service center offering psycho-social educational workshops, prevention case management, and drop-in services to support transgender clients to improve their health and well-being, reduce risk for HIV and substance abuse, and provide seamless referrals and linkages to substance abuse treatment programs. The specific target group of transgender individuals include: African Americans, Latinos, Asians & Pacific Islanders, and Native Americans.

Job Description:
The Program Specialist will provide comprehensive, holistic drop-in services for transgender clients who are identified by the TRANS: THRIVE staff team as most appropriate and ready for substance abuse treatment/program and other services. This position will develop, facilitate, coordinate and implement group-level workshops, as well as support the day-to-day operations of the Trans: Thrive wrap-around drop in service center offering educational workshops and social programs to support transgender clients to improve their health and well-being, reduce risk for HIV and substance abuse, and provide seamless referrals and linkages. This work requires to coordinate and conduct outreach to transgender people who are at high risk for HIV/STDs, experience multiple barriers to services, need employment counseling, and need multiple linkages to care, and who require extensive individual risk reduction to prevent HIV/STDs infection.

This Program Specialist will provide these services targeting transgender people, particularly African-American, Asian and Pacific Islander, Latino, trans youth of color, gender variant and questioning youth who are experience multiple barriers to services, need employment counseling and assistance to multiple linkages to care. This position requires evening and weekend hours. This position will also work with the incarcerated trans population.
MAJOR RESPONSIBILITIES

Program Implementation

- Develop curriculum and facilitate of educational workshops, social/support, community forums and jail groups
- Support and able to conduct intake, assessment and re-assessment of eligible transgender clients and provide prevention case management, develop individual-client centered case management goals, harm and risk reduction counseling and treatment plans following agency’s standards of practice
- Support, facilitate and organize the provision of services offered by the drop-in, including hygiene and clothing services and coordinate with TRANS:THRIVE staff team to ensure appropriate level of services for clients
- Provide front desk coverage and support drop-in management with the Program Supervisor.
- Perform data collection, data entry, maintenance, and timely submission of documents for monthly reports and track client enrollment/activities and contractual program documentation and reporting requirements
- Participation in trainings and monthly staff, program meetings and agency events.
- Other duties and responsibilities as assigned

Program Recruitment and Outreach

- Conduct outreach and recruitment activities to deliver peer-based HIV prevention services in venues where transgender communities congregate and socialize including the jails
- Support recruitment, training and maintenance of supervised volunteers/interns and program participants
- Enroll clients in needle exchange and syringe access program, provide related services, and provide education on prevention, safer substance use, and other topics relevant to injection drug and/or hormone users

Minimum Qualifications

- Bachelor degree in health or related field. A combination of experience and education will be considered
- 3-5 years of working experience with transgender individuals
- Familiarity with issues and concerns of Transgender sex workers and substance users; Experience in working with multiply-diagnosed patients (HIV, mental health conditions and substance abuse), sexual and gender minorities, immigrants and refugees
- Sensitivity to cultural and ethnic concerns as it relates to substance abuse and HIV;
- Demonstrated experience in development of curriculum and facilitating community groups/meetings/events
- Ability to maintain confidentiality and privacy of persons, documents, data, and communications; Understanding of the importance of confidentiality and boundaries in prevention and education work.
- Must be able to handle multiple tasks and work under pressure and have ability to work professionally and ethically within multi-racial and multicultural settings; and appropriately seek out support
- Ability to work independently as well as within a multidisciplinary team
- Demonstrated excellence in attendance and reliability, interpersonal, organizational, verbal, and written communication skills; Maintains a pleasing and dynamic personality towards work and towards staff and co-workers and clients
- Detail-oriented with strong follow-through skills, including attention to and respect for detail, accuracy, and deadlines
- Ability to work weekends, evenings, and non-traditional work hours

Preferred Qualifications

- Fluency in English and Spanish.

Location:

- San Francisco, CA

TO APPLY: ONLY applications submitted through our online database will be considered. Please include both your cover letter and resume when prompted to insert your resume in the database here:

https://home.eease.com/recruit/?id=15500561

We offer a comprehensive compensation and benefits package which includes: medical, dental and vision insurance, generous vacation, sick leave and holidays, one-month sabbatical, 403(b) with employer match, flexible work schedule, flex spending account, life insurance, long-term disability, professional development opportunities and more! (Benefits guidelines and eligibility vary based on tenure, employment status and FTE, among other factors.)

Asian & Pacific Islander Wellness Center is an equal opportunity employer committed to identifying and developing the skills and leadership of people from diverse backgrounds. Asian & Pacific Islander Wellness Center does not discriminate on the basis of age, ancestry, citizenship status, color, creed, disability status, gender identity, HIV status, marital status, medical condition, genetic information, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected class.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records