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[www.chc-ar.org](http://www.chc-ar.org)

## **Special Populations Coordinator**

### **General Job Description**

This position will support Community Health Centers in implementing the Ending the HIV Epidemic Primary Care HIV Prevention (PCHP) including daily management of HIV/special populations efforts. The coordinator will support CHCs in advancing progress through training and technical assistance on meeting the funding objectives which includes PrEP prescribing, outreach, testing, and workforce development. This position also supports CHCA and CHCs providing or facilitating training and technical assistance for other special populations, including LGBTQ+, migrant, homeless, public housing, veterans, and geriatric. The position serves as the point of contact at CHCA for special population programmatic activities for key stakeholders and health centers and serving as a resource on relevant issues and topics.

**Supervised By:** Chief Operating Officer

**Supervisory Responsibilities:** None

### **Responsibilities**

- Serve a special population point of contract.
- Lead implementation, completion and evaluation of HIV activities as outlined in CHCA workplans.
- Conducting needs assessments of CHCs and aligning training and technical assistance to support needs and monitoring progress.
- Serve as program contact for external agencies and groups regarding HIV and special populations (including LGBTQ+, homeless, public housing, veterans, migrant, geriatric) and disseminate information as appropriate.
- Participate in statewide and central Arkansas coalitions, committees, and workgroups focused on special populations for leveraging resources, increasing awareness, professional development, and linkages for CHCs.
- Identifying strategic partnerships with organizations and stakeholders that promote HIV prevention and access to care.
- Develop and strengthen relationships with various groups, agencies, organizations that serve special populations and have content expertise to support CHC training/technical assistance and further CHCA attainment of work plan deliverables and success of CHCs in HIV program services.
- Facilitate training/technical assistance to CHCs to address special populations.
- Develop and demonstrate subject matter expertise on best practices pertaining to outreach, access/linkages to care, testing, and PrEP prescribing to support HIV work of CHCs.
- Develop and demonstrate subject matter expertise in best practices for outreach, access to care, and other special populations
- Work with CHCA staff (Communications/Policy Director and Brand Manager) to develop and promote culturally sensitive targeted educational messaging campaigns.
- Monitor progress and contribute to plans, goals, and activities. Complete associated documentation.

- Assist with site visit preparations and other grant reporting requirements.
- Participate in developing reports for all CHCA grants and contracts by providing the data and written narrative required for reporting on outcomes and/or objectives, which are monitored/evaluated.
- Perform other duties as assigned.

### **Qualifications**

- A bachelor's degree in public health, health education, sociology, social work, healthcare management, or closely related field and a minimum of one-year relevant professional experience is required.
- Experience working with special populations (preferred).

### **Knowledge, Skills, Abilities**

- Demonstrated ability to collaborate with colleagues and clients of diverse races, ethnicities, religious affiliations/beliefs, genders, and sexual orientations.
- Knowledge and comfort with LGBTQ, HIV/AIDS prevention education, PEP, PrEP, and sexual health issues
- Exhibit awareness of the needs of special populations, demonstrate cultural competence, and show interest in learning about community-based primary health care systems.
- Attention to completeness, accuracy, and detail.
- Ability to work with minimal supervision and maximum accountability, organize multiple tasks and meet deadlines.
- Ability to think critically and use independent judgment.
- Experience in public speaking.
- Excellent verbal and written communication skills.
- Ability to communicate and collaborate effectively with other staff, members, community-based organizations, health center staff, and customer/client groups.
- Excellent computer skills, particularly with software in Microsoft Office, including Word, Excel, Access, PowerPoint, and Outlook.

### **Benefits**

CHCA offers a generous benefit package including health and dental insurance. Access to vision and other ancillary insurance. Paid annual, sick, and holiday leave.

**To apply**, send a cover letter and resume to Karin Slater, [kslater@chc-ar.org](mailto:kslater@chc-ar.org)

*At CHCA, we take pride in providing equal employment opportunities regardless of race, ethnicity, beliefs, religion, marital status, gender, gender identity, citizenship status, age, veteran status, or disability.*