

Job Title: Psychosocial Program Coordinator
Department: Client Services
Reports to: Mental Health Program Manager
Salary Structure: Exempt
Pay Grade: Commensurate with experience

The Organization:

Test Positive Aware Network (TPAN) is Chicago's leading peer-led HIV/AIDS service organization. As one of the oldest and most respected peer-led HIV/AIDS organizations in the country, TPAN meets the rapidly growing needs of the community through structured programming, advocacy, treatment education and information dissemination. With a budget of just over \$3-million TPAN employs a talented and dedicated staff committed to identifying and delivering innovative services to those living with and at risk for HIV infection. Each year TPAN serves more than 17,000 individuals and reaches an audience of over 100,000 through bi-monthly national distribution of its HIV treatment journal, *Positively Aware*.

Job Summary:

Under the direction of the Mental Health Program Manager, the Psychosocial Program Coordinator is responsible for coordinating the daily activities of the Organization's psychosocial programs, including recruiting and training peer facilitators, engaging community partners to promote support and wellness groups at the organization, evaluating clients' needs, and overseeing client participation throughout the psychosocial program. The Coordinator also collaborates with the Organization's Development Department and senior management to identify and pursue grant opportunities to enhance and/or advance the Organization's support and wellness activities.

Primary Duties:

Program Coordination:

- o Coordinate the daily activities of the Organization's psychosocial programs, including support groups and the L.I.F.E Program
- o Provide individualized life-skills guidance, support, training sessions, and group presentations to program participants Act as liaison between staff, facilitators, and support group members
- o Recruit and train peer facilitators as necessary to meet the needs of the program
- o Ensure all facilitators and support group members receive support and training as necessary
- o Collaborate with necessary staff to plan and implement marketing activities geared at promotion of the psychosocial programs and recruitment of clients into the program
- o Collaborate with the Organization's Development Department and senior management to identify and pursue grant opportunities to enhance and/or advance support and wellness activities
- o Develop and maintain strong collaborative relationships with community stakeholders to plan, coordinate, and implement support and wellness activities for clients

Program Conceptualization:

- o Make plans and decisions based on clinically and developmentally appropriate, best practice, and ethical considerations
- o Use population specific knowledge and expertise in planning services
- o Understand the diagnoses of clients and considers those needs in planning services
- o Consider any cultural factors that may be impacting program participants or the appropriateness of services, and proficiently addresses them to provide needed services
- o Collaborate with the Evaluations and Outcomes Manager to ensure program effectiveness, availability, and access
- o Collaborate with the Evaluations and Outcomes Manager in developing evaluation tools for support group services

Documentation and Reporting:

- Ensure that all clients participating in the program have files that are complete, up-to-date, and compliant with all funding requirements
- Maintain all client-level data entry related to the program, including but not limited to intake data, discharge data, and service/referral data
- Maintain required records, files, and forms in an organized manner and in accordance with State, Local, and Federal Guidelines
- Participate in staff meetings and complete necessary trainings as determined by the Mental Health Program Manager and/or grantors
- Other duties related to the Psychosocial Coordinator position as assigned by the Mental Health Program Manager

Position Requirements:

- Bachelor's Degree in human/social services (social work, public or community health, psychology) or related field and two (2) years of experience relevant to the position
- Previous experience facilitating educational and/or therapeutic groups
- Previous professional experience working in the HIV community
- Understanding of HIV/AIDS, STD, TB, Drug, and Alcohol prevention related psychosocial issues
- Demonstrated computer and keyboard proficiency in MS Office (Word, Excel, Outlook)
- Working knowledge of the internet including social media, social networking and internet chat rooms
- Demonstrated written and verbal communication skills
- Ability to work independently with accountability; exercise sound judgment and discretion
- Clear understanding of group dynamics and professional boundaries
- Strong understanding of issues relevant to HIV/AIDS and how they affect or influence service delivery
- Demonstrated ability to effectively collaborate with community stakeholders
- Excellent people skills and an upbeat and enthusiastic attitude
- Regular and predictable attendance is required and must be able to work extended hours, including weekends, early mornings, evenings, and holidays according to the demands of the position
- Demonstrated cultural competence in working with people of color and the LGBTQ community as well as experience and knowledge working with those living with and affected by HIV/AIDS

Preferred Qualifications:

- Master's Degree in human/social services
- Previous experience in curriculum development and training
- Previous experience conducting HIV counseling and testing
- Knowledge of behavioral health models

Qualified candidates should submit cover letter, resume, and salary requirements to:

Human Resources Department
Test Positive Aware Network
Email: staffing@tpan.com
Fax: 773-989-9494

All cover letters and resumes must be received by 5:00pm on **Wednesday, July 27, 2011.**

No phone inquiries will be accepted.

TPAN is an equal opportunity employer. Women, people of color, people with disabilities, and people with HIV are strongly encouraged to apply.