PROMOTING HEALTHY COMMUNITIES

Latino Community Services, Inc. (LCS) is a non-profit organization dedicated to reducing the further spread of HIV/AIDS among the Latino community and other populations at risk and to improving the quality of life and health outcomes of individuals affected by HIV/AIDS.

JOB DESCRIPTION:
Program Coordinator – Project REACH,
Prevention & Health Education

Position Description: the Project REACH (Real Elders Achieving Community Health) Program Coordinator is responsible for the implementation of this grant-funded program that focuses on HIV and substance abuse prevention for older (50+) minority adults in the Greater Hartford region. This position works in collaboration with the Program Director and is supervised by the Executive Director.

Essential Functions: Key activities of the Project REACH (Real Elders Achieving Community Health) Program Coordinator include, but may not be limited to:

- Facilitating workgroup of key stakeholders;
- Working with project consultants to set agendas, conduct focus groups for needs assessment, compile Strategic Plan;
- Supervision of two group facilitators and a program assistant;
- Conduct group-level interventions for target population and their service providers;
- Organize an awareness strategy in the community
- Review and refine program materials for quality improvement as per evaluation findings;
- Report program findings to funders using web-based data entry system; provide quarterly reports to agency management; provide quarterly updates to key stakeholder workgroup.
- Provide assessment and referral for target population to more intensive services;
- Participate in training and orientation required for effective program implementation;
- Perform any other department or agency-related duties or special projects as directed by supervisor.

Education and Requirements:

- Master's degree in Public Health, Social Work or related field preferred
- Experience working with older (50+) minority adults
- Knowledge of HIV/AIDS and substance abuse and its impact on minority health issues
- Ability to develop rapport and positive relationships with at-risk and hard-to-reach populations including HIV+ individuals and substance abusers. Ability to make decisions according to defined protocols
- Ability to work with multi-disciplinary approach
- Must be bilingual (English and Spanish) with excellent Spanish and English verbal/written communications skills and cultural competence in client and community values and behaviors
- Available to work some evenings and weekends
- Some in-state and out-of-state travel required
- Performs other related duties as assigned.

Visit www.lcs-ct.org/content/employment-opportunities for employment application. Only applicants who submit all required materials will be considered. Please submit employment application and supplementary materials to:

Fernando Morales, Deputy Director
Latino Community Services, Inc.
184 Wethersfield Avenue
Hartford, CT 06114
Or fax to (860) 728-3782
LCS is an Equal Opportunity Employer