



Human Resources

**NOW HIRING FOR...**

**POSITION:** Linkage to Care and Retention Specialist

**SCHEDULE:** Part Time (may progress to full-time; traditional weekday hours, with occasional night and weekend events . Contracted Consultant position( 1099 and W-9)

**BENEFITS:**

- Monthly Stipend of \$500
- Cellphone and Internet service allowance - Up to \$60.00
- Remote or from home office

**ABOUT Positive People Network, Inc.:**

We are a peer lead and run , social and service organization for ALL People Living with HIV. Through commitment, inclusion and innovation, Positive People Network, Inc. works to end the dual epidemics of HIV and HIV stigma by providing access and linkage to care , and sexual healthcare services, while bringing knowledge and empowerment to those most vulnerable to HIV in South Florida. With programs led by the communities served, Positive People Network, Inc. addresses the high HIV incidence in Miami-Dade County by providing individuals with access to programs like Project DARE, PrEP and sexual health services. Positive People Network, Inc. reaches its audience through highly targeted engagement via street outreach, community events, dating apps and social media.

Positive People Network, Inc. seeks an organized and motivated individual with excellent interpersonal skills and experience in working with others in a client-facing environment to be on the team of a highly successful HIV prevention and sexual health outreach program.

Candidates will be driven by excellence, efficiency, and adhere to the organizational mission. Must have excellent written and oral skills, superior organizational skills, ability to think strategically, and to develop and maintain relationships with new clients.

**POSITION DUTIES:**

- Conduct peer and educational outreach on dating apps (Poz.com, Grindr, Scruff, etc.), Instagram, and Facebook, Tic Tok and Twitter providing accurate and consistent information about HIV and other HIV prevention options
- Communicate with Program Leaders and Supervisors in order to improve the outreach strategy through weekly input and analysis of outreach activities • Participates in other community events and activities that involve target populations to better deliver access to HIV care and related services
- Conduct conversations about sexual health topics casually and comfortably • Participate in and help lead online events and social media live streams • Identify other online sites and real-world venues where target populations can be effectively and efficiently reached
- Provide timely follow-up with client leads and individuals requesting information via our website, social media channels, or phone
- Evaluate client needs to determine the best prevention or treatments options • Assist clients in making appointments with our healthcare providers

contactus@positivepeoplenetworkinc.org

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- Document outreach activities and record relevant demographic information • Meet or exceed monthly goals and provide weekly reporting of program deliverables and goals
- Maintain strict confidentiality of clients and patients

#### **ESSENTIAL SKILLS:**

- Fluency in both formal and informal English and Spanish – must be able to converse and write in both languages
- High school diploma
- Relevant knowledge of HIV, PrEP (pre-exposure prophylaxis) as an HIV/STI prevention tool. (Should also be knowledgeable of nPEP (Non-occupational Post Exposure Prophylaxis) . Home Test kits for HIV.
- Culturally competent in areas of LGBTQ life, and sensitive to issues of social justice as it pertains to communities of color and immigrants, especially how it affects access to healthcare and health outcomes; also culturally competent as it pertains to working with and relating to African Americans, Caribbeans, Haitians, first- and second-generation Latinx immigrants, particularly those from Cuba, Colombia, Venezuela and Central America , and All others not listed.
- Familiarity and experience with dating apps used by gay/bi men (Grindr, Scruff, Tinder, etc.) Poz.com personals, Clubs, and places where dating occurs.
- Highly organized with the ability to manage multiple competing priorities, and possessing excellent follow-up skills
- Ability to organize and manage a team of individuals from different fields, backgrounds, and diverse cultures
- Technology-savvy, especially on mobile platforms
- Experience with data collection and database systems
- Strong written and oral communications skills in English and Spanish • Proficiency in major computer applications such as Word, Excel, PowerPoint, etc.

**PREFERRED (but not required) SKILLS and EXPERIENCE:**

- Florida certified HIV tester (500/501)
- One or more years experience in LGBT community-based organization or healthcare setting working with gay/bisexual men
- Experience in a sales or customer service role
- Experience working in a healthcare environment
- Experience with an electronic medical records systems
- Experience or understanding of basic marketing principles and advertising concepts • Basic understanding of HIPAA and patient data privacy requirements

Please send your cover letter and resume to  
[contactus@positivepeoplenetworkinc.org](mailto:contactus@positivepeoplenetworkinc.org)

*Positive People Network, Inc. is an Equal Employment Opportunity employer. We do not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, veteran status, disability, or other applicable legally protected characteristics.*

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