



Department: Health Services
Job Title: HIV Prevention Supervisor
Reporting to: Director of Health Services
FLSA Status: Non-Exempt, Full Time
Date Prepared: 09/23/2024

Job Summary: HIV Prevention Supervisor

JASMYN supports the empowerment of LGBTQIA+ teens and young adults through leadership, advocacy, resources, and a safe and affirming community. Founded in 1994, JASMYN's staff of 25+ provides a comprehensive continuum of programs and services that includes Health Services with a focus on HIV testing, risk reduction counseling, linkage to medical care for teens and young adults living with HIV, and a sexual health clinic that provides linkage to PrEP and PrEP care coordination services. This position will be a part of the Health Services Team and work closely with JASMYN's additional teams: Mental Health Services, and Housing Support Services. The HIV Prevention Supervisor will work closely with the Director of Health Services to ensure successful delivery and provide oversight of JASMYN's clinical services for LGBTQIA+ teens and young adults, age 13-29. Clinical services include: Sexual Health Clinic, HIV testing and counseling, providing support all teams with linkage and referrals to primary care services and trans health affirming providers.

Responsibilities:

- Manage assigned programs and staff within the Health Services team, in accordance with policies and regulations.
- Provide input, oversight and monitoring to daily program activities, including development of collaborating agencies and sites for intervention/prevention activities
- Supervise daily activities and deliverables of assigned staff
- Assess, develop, locate and track training needs for program staff.
- Monitoring program productivity, outcomes and service delivery goals
- Assist in the development, implementation, monitoring and evaluation of program services, initiatives, procedures and standards
- Monitor, evaluate and implement program quality assurance, improvement and clinical integrity through data reviews, surveys, program manual revision and other applicable means
- Attend and facilitate community, program meetings, staff meetings and trainings as determined with Director
- Ensure maintenance of databases, data tracking systems and reports in accordance with agency and program, licensing and accreditation standards, as assigned
- Address and document client and provider concerns prior to the grievance procedure and Director involvement.
- Participate as a member of the JASMYN team in supporting all JASMYN programs and services for high-risk teens and young adults, including group facilitation, outreach and enrollment, drop-in center and clinic staffing
- Adherence to HIPAA law to ensure participant confidentiality and privacy at all times
- Represent JASMYN at community forums and provider consortia

- Other duties as assigned

Sexual Health Clinic

- Oversee the general operations of all weekly sexual health clinics at JASMYN
- Manage and maintain community STI testing and sexual health resources including PrEP providers

HIV Testing

- Coordinate & supervise JASMYN's HIV testing and counseling services
- Hold regular prevention team meetings
- Support DHS with HIV testing outreach partners, sites and special events
- Manage and maintain local HIV testing resource and community testing sites
- Ensure program activities adhere to local, state, and federal guidelines related to HIV prevention and public health.

Staff Development and Team Building

- Manage staff development and training around HIV testing protocols for sexual health clinic, daily HIV testing, and other program activities.
- Facilitate JASMYN's internal HIV tester training

Education and Qualifications

- Master degree in Public Health from an accredited university acceptable, with a minimum of two years of supervision experience or 5 years equivalent working experience
- Advanced understanding of HIV transmission, prevention methods (e.g., PrEP, condom use), harm reduction strategies, and social determinants of health.
- Advanced knowledge of Substance Abuse intervention and prevention.
- Familiarity and sensitivity in dealing with the unique needs of LGBTQIS+ youth in an accepting, positive and healthy manner
- Understanding of high-level HIV prevention outreach utilizing various platforms and techniques
- Ability to work with a diverse staff and excel in a multi-cultural environment
- Excellent communication, leadership, and organizational skills.
- Ability to work collaboratively with community partners, healthcare providers, and stakeholders.
- Ability to effectively deliver strength-based, trauma-informed, and harm reduction services
- Ability to coordinate multiple responsibilities and prepare regular reports
- Strong assessment skills and ability to document and prioritize needs
- Ability to facilitate case planning, resource brokerage and referral
- Desire to make a positive impact in the lives of LGBTQIA+ youth and to be a part of a dynamic team supporting LGBTQIA+ youth
- Current FL driver's license and clean driving record
- Must pass criminal background checks

Knowledge/Skills/Abilities

- **Cultural Competency** – knowledge around the challenges and barriers high risk LGBTQ youth face

- **Customer Service** – able to personally provide high level of interactive service to priority communities, building relationships and acting as external organization advocate
- **Team Orientation & Interpersonal** – must be a highly motivated, passionate, and creative team-player with ability to develop and maintain collaborative relationships with all levels within and external to the organization
- **Communication** – able to effectively and persuasively express self verbally and in writing, using correct language and grammar in a professional, diplomatic and tactful manner
- **Organization & Time Management** – able to work independently with minimal supervision while planning, scheduling and organizing professional schedule to complete actions within established deadlines; able to handling multiple priorities with strong attention to detail

Benefits

- Full-time hourly position (40 hours per week); \$22-27 per hour, depending on experience
- JASMYN offers excellent benefits including health insurance, 401K retirement plan, paid holidays, and generous leave policy.

Application Procedure: Interested applicants must submit a cover letter that details relevant experience related to job responsibilities, and a detailed resume with at least three references. Please send cover letter and resume to apply@jasmyn.org. We will be unable to take any inquiries related to posting or hiring details. JASMYN is an equal opportunity employer; minorities are encouraged to apply.