

Project Coordinator

The Co-coordinator is responsible for entering all data into the HADIS database for the state's Department of Public Health, FAMcare data management software, FLUIX, and other funding reporting databases. (Must be available to work overnight occasional for club testing and flexible to work evenings as needed and during Pride month for 3- Large pride events.)

Supervised by Executive Director

Job Types: Full-time, Part-time

Area of Responsibility:

1. To conduct Client intake, to perform initial assessments, to create a needs list for each client, and develop an ongoing support strategy and care plan for clients living in TKO Society's coverage area.
2. To gather all testing log sheets at the end of each day; To prepare and submit the quarterly, and yearly reports.
3. To complete records of social service activities such as client interviews, home visits, supportive counseling, follow-up activities, etc. using appropriate record-keeping and agency forms, following, agency and program policies, and directions to provide a complete and accurate record of activities in TKO's coverage area.
4. To communicate with clients in a therapeutic manner using written and verbal forms of communications, following principles of positive communications and patient care protocol and policies in order to secure and provide information relative to the client's needs.
5. To advocate for consumers with other agencies, groups and individuals. Suggested methods such as personal visits, telephone calls, written correspondence and emails should be used to access available resources.
6. To participate and assist in agency studies and projects as assigned by the Executive Director in relation to outcome measurements and improvements of services offered.
7. To assist consumers in the clinic/nonclinical settings using medical case management skills.
8. To prepare, monitor, and complete all Department of Public Health(DPH) documents in a timely manner as described by the regulation set by the HIV/ HCV Department.
9. Provides all services and information in keeping with policies related to confidentiality.

Hourly Wage:

- \$19/hr
- Full Time Employee Benefits (PTO/Personal Days, Health/Dental/Vision, Childcare , etc

