



## FAITH Coordinator-Job Description

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**Position Title: FAITH Coordinator**

**Reports To: Executive Director**

**Classification: Salaried**

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### Summary/Objectives

The FAITH coordinator is responsible for entering all data into the HADIS database for the states 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.)

### Essential Functions

1. To conduct Client intake, to perform initial assessments, to create a needs list for each client, and to 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 an 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.

### Competencies

1. Bachelor's degree (in a human service field strongly preferred)
2. Proficient in Word, Excel and database entry
3. Must be a team player but able to work independently



4. Must interact well with diverse populations - LGBTQ, IDU, etc.
5. Excellent spoken and written communications skills
6. Valid driver's license and vehicle liability coverage

### **Supervisory Responsibility**

This position does not currently have any supervisory responsibilities.

### **Work Environment**

This job operates in a remote and/or office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

### **Physical Demands**

This role requires the physical mobility to sit and walk for moderate periods of time and requires the ability to occasionally carry or lift objects weighing up to 20 lbs.

### **Position Type and Expected Hours of Work**

This is a full-time position. Flexibility in hours is allowed, and the employee must work 40 hours each week to maintain fulltime status.

### **Travel**

This position will be expected have access to own transportation to travel throughout the service areas, as needed.

### **Education and Experience**

- Bachelor Degree in social work, preferred but not required
- Computer/Typing Skills
- Experience Working with transgender, same gender loving and bisexual populations
- Complete program training on Traniual software & CDC Train designated trainings
- Must maintain a valid driver's license and insurance.

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The statements contained above reflect general details as necessary to describe the essential functions of this job, the level of knowledge and skills required, but should not be considered an all-inclusive listing of work requirements. Please be advised that this document should not be construed, in any manner, as a contract of employment. All employees of The Knights and Orchids Society, Inc (TKO) are employees "at-will". I have read and understand the responsibilities and requirements of this position.

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Employee Signature

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Date

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Manager/Supervisor

Date