**POSITION DESCRIPTION**

**CANAPI**

**POSITION TITLE:** HIV Care Coordinator

**REPORTS TO:** CANAPI Director of Operations

**POSITION TYPE:** Full Time, Hourly, Non-Exempt

**TO APPLY:** Please send a letter of interest, along with a resume and three references to info@canapi.org. Applications will be accepted until March 29th.

**BASIC FUNCTION:**

Reporting to the Director of Operations, the HIV Care Coordinator (HCC) performs duties contracted for health programs and services, including but not limited to program development and implementation, program monitoring and evaluation, coordinator of services and related duties as assigned. Assist in the implementation and execution of the mHealth program funded through an Ohio Department of Health Quality Innovative Strategies grant. (mHealth program is a combined mobile technology and care coordination program designed to assist those living with HIV to achieve and maintain viral suppression).

**QUALIFICATIONS:**

Knowledge of

* Principles, goals, and objectives of the National HIV/AIDS Strategy
* Theories, principles, goals and objectives of public health programs
* Principles, practices, funding sources, laws and regulations and administrative requirements in the program area to which assigned
* Principles practices and techniques of program planning, development and evaluation
* Principles and procedures of budget preparation and monitoring, including budgets involving grants, contracted services and state and federal funding
* Techniques of contract negotiation and monitoring
* Social, economic, cultural and other issues impacting program area
* Principles of providing culturally and linguistically appropriate services

Ability to

* Plan, organize, coordinate, supervise and evaluate complex program activities and diverse populations
* Apply principles and techniques to problems and issues
* Analyze and evaluate data and information and make appropriate recommendations
* Establish and maintain effective working relationships with a variety of individuals and groups
* Communicate clearly and effectively, orally and in writing
* Have dependable transportation and ability to work a flexible schedule
* Represent the agency with pride
* Maintain accurate records and files
* Perform at an intermediate level of Microsoft Office Suite including Word, Excel and PowerPoint

**MINIMUM QUALIFICATIONS:**

Any combination of education, training and experience likely to provide the required Knowledge and Abilities described above. Typical ways include:

Possession of a Bachelor’s or higher degree from an accredited college or university in health care administration, a public health field, a health science, nursing or in a related health field.

AND

Two year of professional experience in a relevant health field, which has included coordination and/or supervision of a program and operations.

**RESPONSIBILITIES:**

* Assist in development of mHealth program framework with ED and new/existing collaborative organizations
* Work collaboratively with ED and new/existing community networks to secure multidirectional referral system for mHealth program
* Develop, recruit, enroll, orient and retain eligible participants from selected target population in the mHealth program
* Provide ongoing services to participants in mHealth program
* Collect, collate, analyze and evaluate mHealth program data for data reports, quarterly/annual reports and quality improvement initiatives
* Evaluate impact and cost benefit of mHealth program
* Make informed recommendations for mHealth program adjustments

*To ensure successful operation, every position at CANAPI must be flexible and cross-functional. This description is not exhaustive and is subject to change*

**Average Annual Salary**

$36,000 to $38,000