



Position: Linkage and Retention Coordinator
Program: Trans Wellness Center
Department: Health and Mental Health Services
Reports to: Program Manager
Salary: \$49,920/ Annually
Status: 100%, Full-Time, Exempt, Regular
Probation: 180 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: Under supervision of the Trans Wellness Center Program Manager, the Linkage and Retention Coordinator will ensure linkage and retention in medical care and support services as well as enrollment in appropriate research studies for all HIV-positive patients, HCV-positive patients, and high-risk HIV-negative patients qualified for PrEP receiving services at Los Angeles LGBT Center facilities.

ESSENTIAL FUNCTIONS:

- 1) Coordinates medical visits, psychosocial support visits, and other services such as mental health, 12-step programs, legal aid, housing assistance, general relief, etc. for HIV-positive, HCV –positive, and other high-risk patients qualified for PrEP;
- 2) Discloses HIV and HCV diagnoses to patients;
- 3) Provides HIV, HCV, and PrEP educational information, benefit enrollment, financial screening, case management, and psychosocial support until patient successfully links to care;
- 4) Coordinates with patients to contact public and private insurances, as well as patient assistance programs, to assist patients in successfully linking to and maintaining medical care;
- 5) Coordinates with Nursing and Psychosocial Case Management until patient successfully engages in medical care and ensures continuity of care following patient’s attendance of first medical visit;
- 6) Conducts screening interviews, explains research protocol, conducts informed consent, and enrolls patients in research studies;
- 7) Coordinates externally with community partners and internally with providers, case managers, and other support staff to locate patients and support their re-engagement in care;
- 8) Coordinates, schedules and conducts outreach activities at locations where high-risk LGBT people congregate to assess individual risk behaviors and link to medical care;
- 9) Works independently conducting site visits to patient’s homes, neighborhoods, shelters, etc., to locate, engage in care, and retain in care, individuals who require medical evaluation and treatment;
- 10) Presents at conferences and trainings internally and externally pertaining to linkage and retention activities;
- 11) Enters and maintains accurate data collection, enrollment, tracking, clinical documentation and reporting forms;
- 12) Networks with community agencies and organizations in order to establish referral linkages;
- 13) Participates in staff meetings and other meetings as required;
- 14) Other duties as assigned.

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center’s work and its mission to make the world a better place for LGBTQ people;
- 3) 6-8 years of education in psychology, public health, or equivalent experience;
- 4) Minimum two years’ experience in case management, HIV/STD prevention, or related field;
- 5) CPR (BCLS) certification within 60 days of hire;
- 6) State certified HIV pre/post-test counselor within 60 days of hire.
- 7) Extensive knowledge of HIV/STD infection, transmission and prevention; knowledge of community resources and referrals;
- 8) Knowledge of community resources and referrals for HIV/STDs, mental health, case management, and additional appropriate client-centric referrals;
- 9) Bilingual (English/ Spanish fluency) a plus;
- 10) Access to reliable transportation and the ability to be insured;
- 11) Excellent verbal and written communication skills, including strong interpersonal and organizational skills;
- 12) Strong computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 13) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration statuses, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.