

## JOB DESCRIPTION

**POSITION TITLE:** Sexual Wellness Program Manager

**REPORTS TO:** Executive Director

**STATUS:** Exempt

**Location:** Anchorage, Alaska

Compensation: \$55,000

### JOB SUMMARY

Four A's Sexual Wellness Project helps to prevent the spread of HIV and eliminate stigma associated with HIV and sexual health. This position is aligned with Four A's values of Harm Reduction, Person-Centered Care, Housing First, Sexual Liberation/Sex-Positivity and Trauma-Informed Care. **This individual will oversee the implementation of Four A's PrEP Navigation program.** This position will report to the Executive Director and is responsible for the day-to-day operations of the PrEP Project, including testing, navigation, oversight of data collection, and collaborative relationships with Bernie's Pharmacy and the project Medical Director. This position will work directly with community members, providers, community partners, and other staff at Four A's to ensure that the goals of the program are met.

### Position Tasks:

- Providing direct, low-threshold access to PrEP medication, information, and navigation
- Offering navigation related to social determinants of health such as housing, public assistance programs and employment as well as substance use treatment and support
- Staffing program outreach events in the community
- Conducting rapid tests for HIV/HCV/STI's
- Coordinate the design and distribution of marketing materials and keep promotion tools updated
- Initiate outreach to social service agencies and organizations in Anchorage
- Working collaboratively with PrEP providers to share information, resources and maintain a referral list
- Providing accurate health information about HIV/HCV/STIs and general sexual health and wellness.
- Working with healthcare providers to ensure ongoing access to care
- Maintaining data collected on participants according to HIPAA
- Engaging in qualitative program analysis and compile and maintain data as directed.
- Ordering and managing inventory of program supplies
- Attending staff meetings, trainings, and outreach events.
- Having the ability to work flexible hours including some evenings and weekends.
- Providing services in accordance to the Four A's mission statement.
- Adhering to all policy and procedures as outlined in the Employee Handbook and other departmental procedure manuals.

## QUALIFICATIONS

**Education and Experience:** Candidates with relevant lived experience will be given preference. Experience with HIV Prevention tools (PrEP or U=U) is highly valued. The successful candidate will have strong community connections to Anchorage's LGBTQ+ communities. The successful candidate will possess experience with programming around sexual health and wellness, working with marginalized groups, or may have a bachelor's degree or specific formal education training in public health, nursing, human services, social services, or related fields.

**Communication Skills:** Must possess excellent written, communication, and organizational skills, be proficient in database entry with an attention to detail, have a positive attitude, possess strong listening skills, and feel comfortable working with diverse populations in a variety of settings. Must be comfortable discussing sexually explicit subjects, facilitating educational and support groups.

**Equipment:**

- Ability to operate proficiently a personal computer, fax machine, printer, and copier.
- Access to reliable transportation.

**Physical Requirements:**

- Frequent communication - verbal and written.
- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe and assess.
- Occasional stooping, kneeling or crouching.
- Reach with hands and arms.
- Use math/calculations.
- Lifting Requirement – minimum of 25 lbs

**Certifications and Clearances:** Valid driver's license; proof of auto insurance. Background check will be conducted to screen for history of abuse of vulnerable populations. Individuals with lived experience with the criminal justice system are encouraged to apply.

**Knowledge, skills, and abilities:** Must be highly compassionate, creative and energetic, show initiative and be able to work independently as needed. Must be able to work effectively and sensitively with people living with HIV, from various social-cultural and economic backgrounds and different sexual orientations and gender expressions. Must be comfortable discussing sexual issues and subjects with a wide range of persons. Must be able to work collaboratively in a team setting. Skills in group facilitation and community organizing a plus.

**Access to PHI:** Will have access to Protected Health Information as outlined in Four A's Security Policies & Procedures.

## ESSENTIAL JOB FUNCTIONS

This Job Description does not list all of your job duties. Occasionally your supervisor may request that you perform other reasonable duties. Review of your performance is based on your performance of the duties listed in this Job Description and these other duties. The Four A's reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Either you or the Four A's may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Four A's is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Interested candidates can apply by sending a resume and cover letter to Robin Lutz, Executive Director, at [applicants@alaskan aids.org](mailto:applicants@alaskan aids.org)