

**Position:** Transgender Health Program Coordinator  
**Department:** Health Services  
**Reports To:** Director of Health Services  
**Status:** Non-Exempt/ Full-Time  
**Salary:** \$18/hour  
**Benefits:** Medical, Vision, Dental, Paid Sick, Vacation, and 401(k) with Employer Contribution  
**Probation:** 90 days



## **ABOUT THE ORGANIZATION**

The mission of the LGBTQ Center Long Beach is to empower and advocate our community to achieve a more equitable society and fosters an ever-improving quality of life for the LGBTQ community. The Center was founded in 1980 in response to the HIV epidemic that disproportionately impacted the transgender and gay communities in Long Beach. Our staff has grown from a group of volunteers and minimal staff to a staff of 21 and a budget that makes us one of the largest LGBTQ organizations in the country. It consists of six departments: Health, Mental Health, Youth, Legal, Senior Services and Operations.

## **DESCRIPTION**

Under the supervision of the Director of Health Services, the Transgender Health Program Coordinator is responsible for the implementation and coordination of The LGBTQ Center of Long Beach's transgender health program. As part of a collaboration with APLA Health Long Beach this position is charged with the organization of community outreach, light case management, linkage to care and resources. The Transgender Health Program Coordinator provides direct services to clients, including rapid HIV testing, STI screening, health navigation for people living with HIV, risk reduction activities, community level interventions and events geared towards trans, gender-non-conforming and non-binary individuals living with or at risk for HIV/AIDS acquisition.

## **PROGRAM COORDINATION DUTIES**

- Coordinate all transgender health related programming with support from the Director of Health Services as well as clinical consultation from the Mental Health staff and interns
- Coordinate and provide rapid HIV testing, STI screening services, service navigation and linkage to medical care
- Organize, vet and provide referrals to affirming transgender inclusive services for transgender clients
- Ensure compliance with program deliverables, program evaluation, report writing and data collection activities
- Design and schedule community outreach calendar including events in bars and non-traditional outreach settings to pro-actively identify and assist transgender people living with or at risk for HIV/AIDS
- Provide light case management that include PEP and PrEP education and linkage to services within Long Beach
- Establish, build and maintain relationships with collaborating agencies or other venues with a focus on those that serve hard-to-reach or disproportionately impacted people under the transgender umbrella
- Collaborate with relevant partner agencies on the development and promotion of transgender health navigation, community and group level interventions, events and support groups
- Work with the Health Services Department to strengthen the coordination and internal referral system for transgender clients in need of additional health services during HIV and STI care services
- Act as the Center's primary representative in communicating and providing training and cultural competency support related to transgender health

## **ADMINISTRATIVE DUTIES**

- Maintain appropriate data and produce accurate reports to funding sources in a timely manner
- Develop, organize and maintain confidential client program files
- Attend meetings, trainings, and individual/team supervision consistently and as required
- Collaborate with internal and external colleagues performing related work

## **DIRECT SERVICE DUTIES**

- Provide health navigation services, including supported referrals, to address the full spectrum of client needs. Ensure linkage to medical care, behavioral health treatment, PrEP, PEP, disease intervention specialists, and other appropriate services, through referrals to culturally competent partner agencies
- Conduct in-reach and outreach using traditional models as well as social media, as appropriate
- Provide and disseminate written and verbal harm reduction information on safer sex strategies, hormone and silicone use, substance use, disclosure and HIV, STI and Hepatitis transmission to relevant people and communities
- Coordinate education sessions/workshops on gender affirming procedures, hormone replacement therapy and risk reduction strategies to relevant people and communities
- Conduct HIV and STI screening, performing phlebotomy, risk reduction assessments and counseling sessions
- Provide extended or multi-session risk reduction sessions for HIV-positive and high-risk HIV-negative clients when appropriate, through the use of recommended evidence-based interventions
- Facilitate group and community level interventions

## **PLANNING AND IMPLEMENTATION DUTIES:**

- Participate in program planning through interdisciplinary team meetings
- Collaborate across the Center and relevant partner agencies to coordinate and ensure appropriate client referral
- Attend continuing education seminars, staff in-services and stay abreast of relevant literature to maintain familiarity with trends in prevention services

## **REQUIREMENTS**

- At least 1-2 years of professional, educational, or life experience providing services to transgender communities
- Project coordination experience is preferred
- Strong understanding of and interest in transgender health issues
- Strong interpersonal communication skills; Bilingual preferred not required (English/Spanish)
- Strong ability to manage emotionally challenging situations with utmost professionalism, care and discretion
- Ability to provide precise, well-written documentation
- Experience providing HIV education, testing and counseling (certification preferred, not required)
- Knowledge and skill with computer software (Microsoft Outlook, Word, PowerPoint, and Excel)
- Ability to handle multiple tasks and prioritize assigned duties
- Ability to work independently and in small groups
- Knowledge of existing local community resources strongly preferred.
- Demonstrated ability to work effectively with people of diverse races, ethnicities, ages, socio-economic statuses, immigration statuses, and genders.
- Ability to meet deadlines and work within a team-based environment
- Ability to work evenings, weekends and over-time, as needed

The LGBTQ Center of Long Beach is an equal opportunity employer. Applications are encouraged from anyone regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, sexual orientation, or age.

Please send resume and cover letter detailing your interest and experience related to this position in PDF format to: Ismael Salamanca, Health Services Director at the LGBTQ Center of Long Beach by e-mail to [isalamanca@centerlb.org](mailto:isalamanca@centerlb.org) or mail a physical copy to the address below:

**2017 E. Fourth Street, Long Beach, CA 90814 Phone 562.434.4455 Fax 562.433.6428**