

**SOUTHERN ARIZONA AIDS FOUNDATION  
SAMHSA PREVENTION NAVIGATION PROGRAM COORDINATOR  
JOB DESCRIPTION**

**Scope of Work:** The Program Coordinator coordinates SAAF's SAMHSA Prevention Navigation Program to increase access to services for racial/ethnic and sexual/gender minority populations at highest risk for HIV, HCV, and substance use disorders, by building a sustainable prevention and service navigation infrastructure. The purpose of the prevention navigation services will build community collaborations prioritizing adults at risk of HIV/Hep C, substance misuse, and/or people who inject substances in Tucson, AZ - Pima County. The Program Coordinator supervises paid and volunteer staff and works with the Associate Director of Testing and Prevention Service to design, implement, and evaluate the program activities. The position is a full time, 40 hr/wk non-exempt position. This position must be able to work very flexible hours, including evenings, late nights, weekends and some holidays.

**Functional Responsibilities:**

- Work with the Associate Director of Testing and Prevention Services to develop, implement, and manage a collaborative, comprehensive and culturally competent Prevention Navigation project for racial/ethnic and sexual/gender minority adults 18+ at risk of substance misuse and HIV.
- Keeps current on HIV/AIDS, viral hepatitis, harm reduction/risk reduction models, substance abuse, and other health-related issues and serves as a resource to other agency and program staff on these topics.
- Hire, supervise, train and evaluate program staff, volunteers, and interns.
- Oversee implementation of evidence-based practices that support the priority population in engagement and retention in services.
- Develop and monitor program budgets, in collaboration with the Associate Director.
- Develop and maintain collaborations with program partners and other community-based organizations.
- Ensure accurate program data collection and timely reporting for funding sources, partners, and SAAF.
- Oversee timely completion of program goals & objectives and other program deliverables.
- Provides HIV/Hepatitis C rapid testing (finger-stick), referral services, and HIV confirmatory testing (venipuncture), referral to services, and linkage to care.
- Provide linkage to care activities for participants who test HIV/HCV reactive, in particular connecting them with medical care.
- Conducts outreach and recruitment in the community, as well as health education workshops and groups (HIV, and Harm Reduction, etc.) for participants
- Attend specialized skill-building trainings.
- Participate in agency events and attend program and agency meetings, and training as deemed appropriate/necessary.
- Work collaboratively within the different Departments at SAAF, including but not limited to covering shifts for HIV/HCV testing, Syringe Access, Community Education, EON Lounge and/or assisting with unloading food pantry items, programmatic support, etc.
- Performs other duties as assigned.
- Reports to the Associate Director of Testing and Prevention Services.

**Minimum Qualifications:**

- Bachelor's degree in social services or health-related field OR 2 years of direct service delivery experience in the areas of substance use, sexual health, HIV/AIDS, behavioral health, or other social services health-related field.
- Demonstrate a comprehension and appreciation of diverse and complex cultures.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Readiness to be trained (if needed) and to then perform required phlebotomy-related venipunctures for confirmatory testing.
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Excellent interpersonal, written and verbal communication skills.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

**Preferred Qualifications:**

- Two years' experience in prevention programming
- Knowledge and experience in development and implementation of collaborative community prevention projects.
- Experience working with adults with a history of substance use.
- Phlebotomy trained (SAAF will provide training if not already).
- Bilingual (English/Spanish).
- Teaching/group facilitation skills.
- Responsible, dependable, energetic self-starter.
- Computer literate, especially familiarity with Microsoft Office software.

**Compensation:** Starting wage of \$17.16 - \$21.03/hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

**To apply:** Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to: Director of HR, Southern Arizona AIDS Foundation, 375 S Euclid Ave., Tucson, AZ 85719, email to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org).

**Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate based on race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

**Start date:** As soon as possible.