



JOB DESCRIPTION

Title: Prevention Coordinator
Reports to: Prevention Director
Status: Full-time / Non-Exempt
Hourly Rate: \$21.64, plus benefits

Founded in 1985, the mission of Boulder County AIDS Project (BCAP) is to provide support, advocacy, and education to those in our community who are living with or affected by HIV, and to serve as an outreach and information center to prevent the further transmission of HIV. BCAP believes that employees are key to what makes a great organization. Our small and mighty staff is guided by our core values of compassion, inclusivity, person-centeredness, collaboration, and accountability. Working with BCAP means being part of a team of dedicated and passionate individuals who embody these values to provide services to those living with or at risk of acquiring HIV. With a focus on clients and relationship building, BCAP honors its position of public trust through a commitment to open communication; diversity and inclusivity; friendly and welcoming approaches; and a sensitivity to HIV, mental health, substance use, and poverty issues. A successful BCAP employee enjoys working for a small organization, collaborates well with a close-knit team, is excited to use their skills and knowledge to help clients, appreciates professional boundaries, and has a deep passion for serving their community. BCAP highly values the physical and mental health and wellbeing of staff members and offers a generous benefits package.

Position Summary

The Prevention Coordinator's main goal is to help reduce HIV and hepatitis C (HCV) transmission in BCAP's service area through harm reduction and linkage to care. The primary duties of this position are to provide HIV/HCV/STI testing, syringe access, and street outreach services, as well as outreach education at community partner locations and events. This position provides these services in collaboration with other Prevention Department staff and key community partners, as well as enters data into databases and completes monthly reports. This position reports directly to the Prevention Director, and attends staff, department, and community partner meetings. This position is full-time at 40 hours per week, non-exempt, and located at the Boulder office. Bilingual Spanish and English language skills are preferred. This position will require evening and weekend hours, and travel throughout BCAP's service area. This job description does not list the exclusive responsibilities of this position, and the Prevention Director may assign other duties as necessary.

Duties and Responsibilities

Syringe Access

- Provides daily coverage for syringe access services
- Conducts street outreach weekly
- Maintains inventory and orders supplies as needed

HIV/HCV/STI Counseling, Testing, and Referrals (CTR)

- Provides testing at BCAP and offsite community partner locations
- Provides on-going supervision of volunteer test counselors
- Ensures quality assurance of testing services following established requirements

Community Outreach

- Coordinates and staffs event/educational outreach; prepares materials; and recruits/supervises volunteers
- Provides educational presentations to classrooms, community-based groups, and BCAP's Volunteer Trainings
- Creates prevention messaging for website, social media, and public awareness campaigns

Required Qualifications

- Minimum two years' work experience, preferably with non-profit organization
- Bachelor's degree in public health, social work, education, or related field, or equivalent experience
- Strong verbal and written communication skills
- Familiarity with Microsoft Office Programs
- Ability to work at computer for 2-3 hours at a time, manage interruptions, and lift 30 pounds
- Access to reliable transportation

Desired Qualifications

- Bilingual Spanish/English language skills (\$50 Bilingual Services Stipend provided per pay period)
- Experience in providing HIV prevention, interventions, and harm reduction services to people who use/inject drugs and people experiencing homelessness
- Trained in HIV/HCV testing in non-clinical settings
- Experience conducting street outreach
- Skilled in volunteer management
- Experience in event management

BCAP's Benefits Package

- Generous PTO policy that focuses on employee wellbeing
- Health Insurance policy options with major contribution from BCAP
- Affordable Vision Insurance
- Paid Dental Insurance
- Paid Life and Accidental D&D Insurance
- Paid Short & Long-term Disability Insurance
- Paid Holidays – 14 per year
- Paid snow days
- Paid parking in downtown Boulder
- Flex Spending Account (FSA) Cafeteria/Section 125
- Employee Assistance Program – Work/Life Balance
- Travel Assistance Program
- Free PPE and onsite Covid-19 safety precautions
- Medical and non-medical leaves of absence
- Workers' Compensation
- Dog-friendly workplace!

Interested candidates should email a Cover Letter* and Resume to HR@bcap.org. Write "Prevention Coordinator" in the subject line of the email. Incomplete applications will not be considered. Job offer is contingent upon completion of a satisfactory background check. Position is open until filled. **Explain why you desire to work at BCAP, in the non-profit sector, and in the field of HIV.*

BCAP is looking for well-qualified candidates to fill our positions. Candidates with any combination of relevant education and experience are encouraged to apply. BCAP is an equal opportunity employer and seeks a diverse applicant pool. For more information about the work of BCAP, go to bcap.org.

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