



**Position:** Linkage to Care Coordinator  
**Program:** Sexual Health and Education Program  
**Reports to:** Linkage to Care Supervisor  
**Salary:** \$41,600  
**Status:** 100%, Full-Time, Exempt  
**Probation:** 180 days  
**Benefits:** Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

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**JOB SUMMARY:**

Under supervision of the Linkage to Care Supervisor, the Linkage to Care Coordinator (LCC) will ensure linkage to medical care and support services as well as enrollment in appropriate research studies for all HIV positive patients or at high-risk for HIV and qualified for PrEP testing within the Sexual Health and Education Program.

**ESSENTIAL FUNCTIONS:**

- 1) Coordinates financial screening visit, first medical visit, and other services such as mental health, 12-step programs, legal aid, housing assistance, general relief, etc. for HIV positive and high risk young gay men and transgender women;
- 2) Provides benefit enrollment, financial screening, case management, and counseling support until patient successfully links to care;
- 3) Conduct screening interviews, explains research protocol, conducts informed consent, and enrolls patients as appropriate in research studies;
- 4) Coordinates with nursing and psychosocial case management to ensure continuity of care following patient's attendance of first medical visit;
- 5) Works independently conducting field investigation (site visits to patient's homes, neighborhoods, shelters, etc.) to locate, notify patients of test results, and refer individuals for necessary medical evaluation and treatment;
- 6) Networks with community agencies and organizations in order to establish referral linkages;
- 7) Assures careful compliance with Institutional Review Board (IRB) standards and policies in all study activities;
- 8) Participates in staff meetings and other meetings as required;
- 9) Other duties as assigned.

**JOB QUALIFICATIONS AND EXPERIENCE:**

- 1) Extensive knowledge of HIV/STD infection, transmission and prevention; knowledge of community resources and referrals;
- 2) Bilingual (English/ Spanish) a plus;
- 3) Excellent verbal and written communication skills, including strong interpersonal and organizational skills;
- 4) Strong computer skills and knowledge including word processing, database operations, spreadsheets, and other software systems;
- 5) Knowledge of community resources and referrals for HIV/STDs, mental health, case management, and additional appropriate client-centric referrals;
- 6) Demonstrated ability to work effectively with men and women of diverse races, ethnicities, ages, and sexual orientations in a multicultural environment;

**TRAINING, EDUCATION, AND LICENSURE:**

- 1) Minimum two to three years' experience in HIV/STD prevention or related field;
- 2) CPR (BCLS) certification within 60 days of hire;
- 3) State certified HIV pre/post-test counselor within 60 days of hire.

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.

E-mail resume and cover letter as a word attachment to [jobs@lalgbtcenter.org](mailto:jobs@lalgbtcenter.org)

website: [www.lalgbtcenter.org](http://www.lalgbtcenter.org)

Or submit application/resume to: Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028