

# **JOB POSTING DEADLINE EXTENDED!**

**POSTED: 2/18/10**

**EXPIRES: 3/15/10**

**SUBMIT RESUME AND COVER LETTER IN WRITING VIA MAIL OR EMAIL TO:**

**LINDA ESTABROOK, MPH, EXECUTIVE DIRECTOR**  
**HARTFORD GAY AND LESBIAN HEALTH COLLECTIVE**  
**PO BOX 2094, HARTFORD, CT 06145**  
**EMAIL: [LINDAE@HGLHC.ORG](mailto:LINDAE@HGLHC.ORG)**  
**NO PHONE CALLS PLEASE**

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POSITION: RYAN WHITE SERVICES COORDINATOR  
DEGREE: Bachelor degree in social work or related field  
EXPERIENCE: 2-5 years working in the social service field

## **JOB RESPONSIBILITIES:**

- Interface with clients on a daily basis; troubleshoot client concerns
- Provide for support and counseling services including individual and bereavement counseling or refer to support groups facilitated by mental health clinician
- Screen clients with in and outside Ryan White system services and make appropriate referrals
- Maintain Master File System for all unduplicated client files
- Coordinate FoodShare and other program related pick-ups
- Coordinate all meals for the agency including: food shopping, set-up, clean-up, meal preparation, and food pantry
- Facilitate initial scheduling appointments for clients with onsite service providers
- Distribute hygiene items to clients as needed
- Produce required reports
- Perform other agency tasks as deemed appropriate by supervisor
- Coordinate educational programs and special events
- Coordinate distribution and compilation of required client satisfaction surveys
- Support HGLHC mental health services provider
- Support HGLHC acupuncture service provider
- Support HGLHC oral health programs
- Data recordkeeping, data entry to CareWare system
- Working with people with HIV+/AIDS – following Standards of Care

## **CHARACTERISTICS:**

- Team player, able to work with community agencies, able to interact successfully with clients on a daily basis; takes initiative to accomplish tasks; sets boundaries for clients and volunteers
- Dependable, reliable; must have valid driver's license and car insurance
- Follows directions and asks appropriate questions; follows through with assigned tasks
- Familiarity with the HIV population and the Ryan White programs serving them, preferred.
- Bilingual Spanish/English preferred
- Computer literate, e.g., Word Excel, database utilization, etc.