



AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.

SITE COORDINATOR

DIVISION: CLIENT SERVICES

OBJECTIVE:

Provide assistance and information services to people seeking access to the Necessities of Life Program; provide organizational support to the daily operations of the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assist clients in the completion of NOLP application forms and related paperwork.

Prepare and complete NOLP client eligibility interviews, including scheduling reviewing NOLP application materials and making an assessment for the purpose of determining eligibility for the NOLP program both within the agency and by outside referral agencies.

Monitor status of NOLP client applications and provide follow-up when needed.

Complete documentation of assessment including data entry, referrals and notification of clients regarding status and follow-up.

Encounter client shopping visits.

Distribute groceries to clients.

Provide assistance to clients both in person and by telephone.

Participate as a member of the NOLP team, attending meetings and in-services internally and off site, as well as regularly scheduled one-on-one supervision meetings with NOLP Program Manager.

Act as liaison with community organizations facilitating referrals to NOLP and scheduling weekly contacts.

Provide assistance to NOLP Site Assistants in the following areas:

- Delivery of food to the various NOLP sites.
- Unload and loading of food stock.
- Drive NOLP's vehicles as needed to make deliveries.



Maintain a working knowledge of additional food resources in the community.

Prepare all documentation as it relates to requirements of funding sources.

Conduct periodic review of client eligibility on existing NOLP clients.

Conduct new client orientations as needed or requested.

Maintain client and volunteer confidentiality with regard to agency prescribed ethics.

Prepare reports and client records as required.

Respond to clients in an empathetic and courteous manner at all times.

Maintain NOLP's locations. Ensuring that the site is clean and meets health code requirements as mandated by the Los Angeles County Department of Health.

OTHER DUTIES MAY BE ASSIGNED TO MEET BUSINESS NEEDS.

REQUIREMENTS:

Training and Experience:

2-3 years experience in human services field. Experience in the food or restaurant industry is preferred. Experience with driving 5-ton truck.

Knowledge of:

Interviewing and assessment techniques; general knowledge of public benefits programs, primarily SSI, SDI and MediCal; computers and word processing; data management; HIV and HIV-related issues; effective communication techniques.

Ability to:

Effectively communicate both orally and in writing; Communicate fluently in Spanish is preferred; respond with empathy to the needs of clients, staff and volunteers; participate as a member of a staff team; adapt well to crisis and a rapidly changing work environment; maintain client confidentiality; interact with clients and the community in a courteous manner.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This is an active position that requires regular bending, reaching, stooping, lifting and moving of stock weighing 35 pounds or more and driving a 5-ton truck to make deliveries and pickups.

The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Some local travel/driving required.



SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of a personal vehicle for work related purposes.

To apply, send resumes to:

**AIDS Project Los Angeles
Attn: Human Resources
611 S. Kingsley Dr.
Los Angeles, CA 90005**

Fax: (213) 201-1595

Email: jobs@apla.org

An EEO Employer.