Summary Statement

Under the Direction of the Director of Research, this role is responsible for the new client intakes and client referrals to different departments and/or case managers. Meets with new clients regularly for the intake, understand their needs and do referrals. In-charge of the HIV 101 screening and referrals as well. Responsible for the timely completion of universal intake form in Apricot and contributes to the development of grant applications and proposals. This person frequently be the first point of contact for clients thus the person in this position is an important face to the company and helps to maintain our relationships and fulfill our clients’ needs. This position is fit for a responsive & enthusiastic candidate who enjoys multitasking and handling logistics, takes ownership of tasks, and communicates well with a team.

To apply, please send a resume and cover letter to Dr. Nima Ganga at nganga@cflsdc.org

B. Qualifications
- A bachelor’s degree in social work or Psychology along with HIV knowledge.
- Experience in data coordination
- informed training required
- 2+ years’ experience
- Experience working with HIV related area and knowledge in HIV 101 and testing
- Ability to work in person required.
- Experience working with the returning citizens and victims of domestic violence
- Flexible schedule to accommodate client needs.

Essential Duties and Responsibilities

Responsibility

1. Establishes positive, trusting rapport with clients
2. Do timely intakes and keep data records up to date
3. Do HIV 101 and HIV testing
4. Provide immediate support if needed and refer the client to a suitable CFLS program

5. Coordinate with Case Managers to follow up

4. Make referrals to outside agencies if client needs are outside scope of practice.

5. Work with CFLS Case Management Departments to provide updates on client progress and client scheduling.

7. Maintain accurate and confidential records of clients and services provided in Apricot.

8. Provide reports and regular updates to directors when requested.