



Position Announcement

Job Title	Senior Services Program Client Services Navigator
Department	Community Programs
Hours	Full-Time
Salary	Depending upon degree, licensure and experience

Position Summary

Under the direct supervision of the Director of Services Integration and in collaboration with the Senior Services Navigator, this role is responsible for the development, implementation and coordination of a broad array of activities and services for LGBTQ and HIV+ seniors. In addition, this position will be responsible for overseeing the implementation of a research project leveraging advancements in technology to develop a local community of persons capable of supporting older adults living with HIV with the goal of enhancing their wellbeing, social engagement, and improving knowledge of and access to support services.

Primary responsibilities include:

- Working in collaboration with the Senior Program Coordinator & Services Navigator to coordinate senior programs to address HIV testing; voter education; social activities; advocacy; health care education, enrollment, and access; and life skills training
- Developing, recruiting and retaining a qualified and trained volunteer base to help achieve program and agency goals including implementing and maintaining structured volunteer systems.
- Providing case management, information, and referrals to seniors
- Supervising and providing group and workshop facilitation
- Outreach and training activities with healthcare systems, social service organizations or other senior-serving organizations
- Outreach to increase the diversity of clients' participating in the program
- Achieving all contract and/or grant objectives

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 1. Education and/or Experience:** A bachelor's degree in psychology, social work or social services related field is required. A minimum of one year of experience in case management is preferred. A master's degree is preferred. Prior experience working with LGBTQ seniors is preferred. Related experience can be substituted for the educational requirement on a year-for-year basis.
- 2. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook and Excel.
- 3. Other Skills:** Must demonstrate competence in working with a variety of populations. Must have excellent interpersonal communication skills. Ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures. Lived experience as a member of a historically under-served community (i.e., communities of color, LGBTQ communities, or immigrant communities, etc.) preferred.
- 4. Language Skills:** Fluency in English required. Fluency in Spanish is preferred.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

To apply: send your cover letter, application, and resume electronically to:
Beth Davenport – bdavenport@thecentersd.org

Application link: <http://www.thecentersd.org/join-us/employment-application.pdf>

Please note: We are unable to accept any phone or walk-in inquiries for this position.
The San Diego LGBT Community Center is an Equal Opportunity Employer.