



**CASPER-NATRONA
COUNTY HEALTH DEPARTMENT**

475 S. Spruce St
Casper, WY 82601
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www.casperpublichealth.org

Job Announcement:

Job Title: Wyoming AETC Coordinator
Opening Date: September 15, 2020
Closing Date: Open until filled
Salary: \$45,000
Job Type: 40 hours weekly, Non-exempt
Location: Casper, Wyoming

Position Description

The Wyoming AIDS Education and Training Center (AETC) Coordinator position is a shared position between the University Of Washington School Of Medicine and the Casper-Natrona County Health Department. The AETC Coordinator is supervised by the Executive Director of the CNCHD in conjunction with the Project Director/Program Manager/Regional Office staff at the University of Washington, and the grant is administered by the CNCHD. The mission of the Wyoming AETC is to educate health providers about HIV infection, including prevention, diagnosis, treatment, referral, and psychosocial issues. We provide timely updates to health care professionals on treatment and care issues for HIV-infected clients. Additionally distribute information about HIV programs and resources to and from locally, state-wide, regionally and nationally.

Specific Duties and Functions:

This individual will be responsible for coordinating the delivery of educational programming relating to HIV/AIDS to health care professionals. This individual will also be responsible for the day-to-day administration of the grant and maintaining the necessary rapport with the regional staff. The Wyoming AETC Program Coordinator will carry out all matters of marketing, community outreach and liaison in support of this project.

The Wyoming AETC Coordinator's duties and responsibility include, but are not limited to:

- Plan events beginning to end to ensure optimal learning for all training events.
- Develop and implement a comprehensive plan for delivery and assessment of grant objectives and goals.
- Develop marketing plan and carry out to ensure Wyoming AETC is visible in Wyoming and accessible.
- Apply for continuing education credits for educational programs when applicable.
- Teaching and evaluating educational programs.
- Collaborating with Regional office and other LPS in region on training and materials. Provide necessary documentation and evaluation materials to Regional office from all interactions with the state.
- Collaborate with organizations throughout the state to ensure needs are being met to provide compassionate and appropriate care.
- Ensure fiscal responsibility for the use of all grant funds for all programming.
- Develop database of health care providers for communication of training and resources available.
- Implement evaluation studies to meet unmet needs and improve health care for all in HIV/AIDS care.
- Ensure meeting projected training and trainees goals during fiscal year and evaluate effectiveness.
- Performs other administrative support duties as may be assigned by the University of Washington Project Director /Program Manager/Regional Office Staff.
- Identifying HIV related training needs of clinics serving the homeless, indigent and minority populations.
- Managing Practice Transformation Project (PTP) components of the grant with Part B recipient upon securing site.
- Collaborating with other treatment providers and agencies who serve at-risk patients or persons living with HIV/AIDS.
- Developing avenues for HIV clinical consultation.
- Participating in local, regional, and State HIV prevention activities.
- Subcontracting for other professional services, as needed.
- Attending community meetings that pertain to the HIV/AIDS counseling, testing, referral, and treatment.
- Preparing news releases for appropriate media coverage in conjunction with the CNCHD Public Information Officer/Executive Director.
- Appropriately recording and documenting all services provided.
- The ability to travel state-wide to provide training to health care providers about HIV.
- This position requires availability as needed during community emergencies.
- Facilitate community outreach around sexual health and provide evidence-based training to health care providers (including CNCHD staff) and sites in the Natrona County community on emerging trends in sexual health topics.

Minimum Qualifications:

- Bachelor's Degree from accredited school.
- Reliable, self-directed, and detail oriented.
- Excellent written and verbal communication skills.
- Successfully completing medical evaluation on hire

- Successfully completing immunization review on hire
- Successfully completing drug screening on hire
- Successfully completing Background and Central Registry Check
- Possess a valid State of Wyoming driver's license

Preferred Qualifications:

A Bachelor's degree is required, a Master's degree is preferred, plus three years of related experiences.

Knowledge, Skills, and Abilities

- Ability to work independently, as well as a team member.
- Proficient computer skills.
- Proficient computer skills.
- Ability to follow written and oral instructions.
- Ability to complete routine task independently.
- Ability to lift forty pounds from floor to waist level.
- Ability to withstand hours of standing, walking, bending, stooping and lifting.
- Read, write and speak English

ADA Essential Requirements

- Must possess manual dexterity, good hand/eye coordination
- Vision adequate for daily work, corrected vision of 20/40 on the Sneller scale
- Hearing adequate for daily work, corrected hearing of 30 decibels on the 1000, 2000 frequency scale.
- Operate vehicle for travel in conducting work requirements in a variety of setting

Reasonable accommodations will be addressed, based on the Position Description.

Potential Hazards Include

- Potential exposures to communicable disease from direct personal contact
- Use of vehicles/and or motorized equipment
- Unsanitary and or unsafe condition at client homes or outside work sites
- Variety of environmental conditions at client homes/work sites
- Unfriendly animals at client homes/work sites
- Chemical agents may include reagents, sanitizers and other chemicals

Performs Other Duties as Assigned

The above statements describe the general duties, which constitute the work of this position and shall not be considered a detailed description of all the work requirements inherent to this position.

How to Apply:

Interested applicants must submit a letter of intent and resume or curriculum vitae to the Casper Natrona County Health Department. You may submit your letter of intent and resume/CV electronically or mail a hard copy to the following address:

Anna Kinder, M.S.OTR/L
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