



EXPANDED TESTING AND TREATMENT COORDINATOR

Core Competencies for Saint Louis Effort for AIDS: We invest in hiring and retaining people with core competencies that support a culture of excellence and continuous improvement. Applying a strengths-based leadership model, we have identified a number of characteristics that relate to personal and professional success. While each position requires unique skills, attributes and attitudes, it is our goal to seek out individuals with the following **personal and interpersonal skills** that enrich and align with our underlying values.

- Consistently create a positive and/or constructive tone in verbal and written communications; facilitate the flow of information in a timely and respectful manner.
- Are skilled at relating to others; are approachable and able to put others at ease.
- Genuinely care about people; demonstrate empathy.
- Are respectful of differences and able to manage diverse relationships.
- Are focused on our clients and stakeholders.
- Act with honor and character; adhere to EFA's core values; build integrity and trust in themselves and others.
- Are open, receptive and learn from mistakes.
- Demonstrate professional composure and can handle stress effectively.
- Are flexible; are personally committed to and actively work to continuously improve themselves, in part by knowing their personal strengths, weaknesses, opportunities and limits.
- Are able to maintain a conscious balance between work and personal life; can attend to both.

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Skill-Based Competencies (using skills and knowledge to achieve results)

- Learns quickly when facing new problems; a continuous and versatile learner; experiments to find solutions; effectively analyzes successes and failures for continuous improvement.
- Can effectively cope with change; can shift gears comfortably; moves back and forth between projects fluidly.
- Spends his/her time and the time of others on what's important; can quickly sense what will help or hinder accomplishing goals; concentrates his/her efforts on the more important priorities.
- Can be counted on when times are tough; accepts personal responsibility for job performance and program deliverables.
- Is action oriented and full of energy for the things he/she sees challenging; not fearful of acting with minimal planning; seizes opportunities.
- Builds appropriate rapport with clients; uses diplomacy and tact; can defuse high-tension situations comfortably.

Functional/Technical Competencies

- Has good computer skills with knowledge of Microsoft Office Suite.
- Has experience in managing data.
- Is highly organized, can manage a great volume of paperwork and can handle multiple tasks at once.
- Is able to write clearly and succinctly in a variety of communication settings and styles; strong verbal communicator; has ability to express ideas clearly.
- Ability to learn the necessary information regarding HIV/STI's.
- Ability to perform testing for HIV/STI's. Training will be provided if needed.



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Position Requirements/Preferences, Education, Accreditation or Equivalent Experience

- Bachelor's or Master's Degree in Public Health, Social Work or related field preferred, or a minimum of two years' experience in HIV prevention.
- Certifications in HIV rapid testing and Phlebotomy helpful.
- Some night and weekend hours required.
- Perform other duties as assigned or required.

Supervision

This position reports to Ann Ritz, the Director of Prevention & Care.

To apply, please forward your resume to Ann Ritz at aritz@stlefa.org.