



Mile High Council/The Denver ELEMENT

Job Announcement

Healthy Relationships Program Coordinator

The Denver ELEMENT is a program of Mile High Council. We are a community-based program in celebration of our individual and collective strength, our innate wisdom as men who love men, and our capacity for creating deep and meaningful communities. Our work, while building community, is to reduce the transmission of HIV and educate gay men in Denver on HIV Stigma, Status Disclosure and Intimacy.

We are seeking: a creative and energetic individual who is intimately connected with Denver's gay male community. Mental Health professional with Bachelor's degree in counseling/mental health work, social work, or significant related work experience. CAC II license desirable, but related or similar experience and credentials will be considered. The Healthy Relationships Program Coordinator will facilitate several small groups of HIV+ gay/bi men to help build HIV status disclosure and communications skills, and to create a supportive and empowering environment that result in a new social norm of reduced risk behaviors and reduced HIV infection in Denver's gay/bi male

DISTINGUISHING CHARACTERISTICS

Program Management

The Healthy Relationship Program Coordinator will help design and will be the principle facilitator of a 5-class educational/discussion group for HIV+ gay/bi men. In addition to facilitating the groups, this position will help advertise and promote the program to the community and other agencies, manage internal and external referrals, conduct and document surveys and program objectives, manage a small group of volunteers, and coordinate/supervise community outreach efforts.

Group Facilitation

Healthy Relationships is a 5-class series of educational/discussion sessions for groups of 8 – 10 HIV-positive gay/bi men. The Program Coordinator will be the primary facilitator for the groups, and will coordinate/supervise volunteer co-facilitators for each session. Must have excellent facilitation skills, including public speaking, program design, PowerPoint and other presentation skills, and superb communication skills.

Community Relationship

Program Coordinator will assist Program Manager in building new relationships with community members, partner agencies, and other local businesses to promote the Healthy Relationships program. This includes creating printed collateral, in-person meetings, and community outreach efforts among Denver's gay male community. In addition to cultivating new relationships, Program Coordinator will assist in maintaining and strengthening current community relationships.

Counseling

During the 5-class course, group participants may identify the need to engage in 1:1 individual-level counseling with Program Coordinator, for assistance with program-specific objectives (i.e. status disclosure, communications skills, etc.) Counseling session will be low-level and specific to program objectives, and Coordinator will work with internal and external counseling referral sources to help meet clients' mental health needs that fall outside the Healthy Relationships program parameters.

Essential Duties

- Assist in designing program/curriculum for Healthy Relationships program
- Follow structured curriculum that includes formal activities, informal discussions, and targeted message video clips (on status disclosure, communication, negotiation skills, etc.)
- Manage group dynamics and deal with inappropriate behavior from participants
- Build group cohesion and create positive and empowering energy/environment
- Model safer sex and risk-reduction behaviors and support group members in doing so
- Assist in empowering group members to build skills in communication/negotiation and status disclosure
- Assist in creating marketing materials for program
- Assist in building/strengthening relationships with other community agencies/businesses
- Work with co-facilitators to tailor sessions to be culturally competent to targeted populations
- Explain, manage, and report all paperwork and reports to group members
- Manage reporting process for program to agency and funding partners on monthly and quarterly basis
- Coordinate volunteers to provide outreach efforts to community members and organizations
- Provide 1:1 counseling services on program objectives to participants, and use internal and external referral sources for more in-depth counseling needs
- Create service plans for participants, and follow-up with them individually

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Counseling, Psychology, Social Work, or other related fields
- Significant experience in above fields will be considered in lieu of a Bachelor's degree
- Experience and strong knowledge of HIV and persons living with HIV is essential
- CAC II preferred, but not required

- Case management experience strongly preferred
- Experience with creating/maintaining treatment and service plans
- Experience with DAP notes on group sessions
- Significant experience with group facilitation
- Strong communication and organization skills
- Intimate connection with and knowledge of Denver's gay male community

This is a full-time, salaried position. The Mile High Council and Comitis Family Services offer a competitive benefits package including health, dental, retirement and paid time off.

How to apply:

Please email a letter of interest outlining your experience as it relates to this position, resume and salary requirements to sean@thedenverelement.com