



Our mission at *Apicha Community Health Center* is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health, and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life. We advocate for and provide a welcoming environment for underserved and vulnerable people, especially Asians and Pacific Islanders, the LGBT Community and individuals living with and affected by HIV/AIDS.

**Job Title:** Nutrition Program Assistant

**Reports to:** Nutrition Education Coordinator

**FLSA Status:** Non-Exempt

**Position Summary:**

Assist clients living with HIV/AIDS as a part of Nutrition Health Education Program under supervision of Nutrition Education Coordinator.

**Duties and Responsibilities include:**

- Assist the Nutrition Health Education Program Coordinator with assigned work.
- Track and documents client program participation.
- Engages in community coordination activities, make and follow-up on referrals for community services, i.e. other food, nutrition, and financial resources.
- Documents progress notes that summarize client progress, accomplishments, further needs and referrals.
- Meeting service quota, contractual requirements, data entry and documentation requirement
- Working as a part of the team for the quality assurance and continue quality improvement (CQI) tasks.
- Maintain client-related records and other required documentations according to the protocols and standards of APICHA's Client Services Department.
- Purchase vouchers for distribution.
- Work closely with other staff of the Department of Client Services to coordinate clients' care.
- Identify and recruit people who are living with HIV/AIDS (targeting Asian and Pacific Islanders, but not limited to) to facilitate early access to treatment and social services including the Nutrition Health Education Program services.
- Active client recruitment activities with medical and services providers in various A&PI ethnic communities.
- Attend all required training sessions and meetings
- Actively participate in any organizational activities (meetings, events, etc.)
- Represent the agency at various venues to promote agency services.
- Other duties as assigned.

**Qualifications:**

- High school diploma/GED with 3 years of work experience required. AA in health or human services field with 1 year of experience working in the field of HIV/AIDS or with other chronic illness preferred.
- Strong socio-cultural identification with the target population or experience in working with target population required.
- Fluency in one or more Asian language preferred.
- Working knowledge and communication skills in English required.
- Independent and good team player.
- Ability to follow through instructions, and good attention to details.
- Ability to communicate well with medical providers and support staff.
- Ability to work well with diverse population.
- Ability to handle multiple tasks and stressful environment.
- Ability to work well within the organizational structure.
- Ability to work flexible hours including some evenings and weekends.
- Basic ability to use common office software (Microsoft word and Excel). Familiarity with AIRS preferred.
- Ability to utilize public transportation to travel anywhere in the Metropolitan area of New York.
- Proof of immunization or immunity to certain communicable diseases (including influenza during the flu season) and testing for tuberculosis is required. These certifications are required by the NYC DOHMH Health Code, NYSDOH and OSHA.