



Oakland

LGBTQ COMMUNITY CENTER

Job Title: HIV Wellness Coordinator

Department: Wellness Services

Reports To: Wellness Services Director

FLSA Status: Full-time, Salaried, Exempt

Salary: \$71,000–\$73,000 per year

Location: We are a multi-site organization in the city of Oakland.

Position Summary: The HIV Wellness Coordinator provides holistic care management services to Black and Latino men who have sex with men (MSM) and transgender people living with HIV who are newly diagnosed or have fallen out of care. This role supports re-engagement in medical care, viral load suppression, and connection to supportive services that promote long-term health and stability. The ideal candidate is client-centered, organized, and committed to health equity and culturally responsive care.

Primary Role & Responsibilities

- Provide holistic care management services to at least 25 Black and Latino MSM and transgender clients living with HIV each year.
- Develop Individual Service Plans in collaboration with clients to identify goals, needs, and next steps for care.
- Support client re-engagement in HIV medical care by linking each client to at least one medical visit.
- Monitor viral load suppression and support clients in understanding and navigating their HIV care.
- Coordinate food pantry services by assessing food insecurity, enrolling clients, and supporting access to ongoing nutritional assistance.
- Link clients to housing, peer support, substance use recovery, mental health, and other supportive services.
- Coordinate care with medical providers and internal teams to support continuity and retention in care.
- Track and document services, outcomes, and client progress in accordance with EHE reporting requirements.

Other Duties as Assigned

- Complete required administrative and grant-related data entry and documentation.
- Participate in case conferences, team meetings, and partner meetings.
- Support outreach and engagement efforts as needed.
- Assist with reporting, monitoring, and quality improvement activities.
- Provide general program support to ensure smooth day-to-day operations.

Minimum Qualifications

- A degree in the social or health sciences preferred or High School Diploma or General Education Diploma with minimum of 3 years of experience providing HIV care management or related support services care management.
- Experience working with Black and Latino communities and transgender clients preferred
- Knowledge of HIV care, viral load monitoring, and re-engagement strategies
- Strong organizational and documentation skills
- Ability to work with clients using a trauma-informed and client-centered approach
- Clear communication skills and ability to work collaboratively
- Commitment to health equity, racial justice, and HIV care access

Compensation and Benefits

The Center offers a competitive wage and benefits that includes employer-sponsored major medical, dental, vision and disability insurance, 401k, and generous paid time off including personal days, sick leave, and 14 paid holidays, including two floating holidays such as, day after Pride and election day.

The Oakland LGBTQ Community Center is an equal opportunity employer committed to maintaining a culturally diverse work environment. Individuals with diverse experiences, people of color, bilingual English-Spanish-Cantonese speakers, lesbian, gay, bisexual and transgender individuals, women, and people living with HIV/AIDS or other disabilities are particularly encouraged to apply. This is grant funded.

Grant funded positions are time limited and contingent upon sufficient grant funding.

Please email your resume and cover letter to rosalind@oaklandlgbtqcenter.org