



JOB DESCRIPTION

POSITION: Full Time Program Assistant
FTE: 1.0 FTE with benefits, Non-exempt
REPORTS TO: Women's Health Coordinator
ACCOUNTABLE TO: Program Coordinators, Outreach Workers, Providers, Nursing Staffs, Patients

SUMMARY:

Asian Pacific Health Care Venture, Inc. (APHCV) is a non-profit community health center, whose mission is to plan, provide, promote, and coordinate accessible, affordable, cultural competent and effective health care service that targets underserved Asian & Pacific Islanders (API) and offers services to all individuals.

Under the direction of the Women's Health Coordinator, the Program Assistant functions as a Japanese clinic support staff, conducting HIV counseling, and outreach to the Japanese community on various health issues.

APHCV expects all employees to respond and participate to emergency situation per emergency policies and procedures.

DUTIES AND RESPONSIBILITIES:

1. CLINIC SUPPORT STAFF

- ❑ Implement assigned projects, which include, but are not limited to, health education programs, public health insurance enrollment, and specific clinic services.
- ❑ Coordinate closely with supervisors, program and clinic staff, and clients.
- ❑ Develop and conduct outreach activities, such as recruiting participants for educational programs and to expand clients for clinic services.
- ❑ Coordinate and help conduct assigned parenting and educational workshops in Japanese and English.
- ❑ Compile, maintain, and report service and program related data/information.
- ❑ Provide administrative and clinic operations support.
- ❑ Serve as Japanese-English interpreter (upon completion of medical interpreting training and/or satisfactory assessment).
- ❑ Provide patient education and counseling services (upon completion of appropriate training and/or satisfactory assessment).
- ❑ Translate English documents into Japanese and/or edit and/or proofread Japanese documents (upon satisfactory assessment of translation skills).
- ❑ Attend meetings and trainings assigned by the supervisors

2. Title X PROJECT

- ❑ Conduct outreach and education activities to the Men/Women/Japanese population to meet objectives for the Title X project Scope of Work.
- ❑ Outreach to Men/Women/Japanese to facilitate access of family planning clinical services.
- ❑ Work with the Title X PC to develop community outreach plans.
- ❑ Assume a liaison role between APHCV and Men/Women/Japanese community including schools, churches, cultural centers, service organizations, school clubs, and other community institutions.
- ❑ Plan and implement culturally appropriate outreach activities on family planning topics and APHCV services.
- ❑ Develop and disseminate culturally and linguistically appropriate health education materials to the Men/Youth/Japanese community.
- ❑ Conduct one-on-one Family Planning counseling and education to patients in clinic.

3. HIV COUNSELING & TESTING PROGRAM

- ❑ Enter all counselor information into excel to be ready to report during monthly HIV counselor meetings.
- ❑ Assist with data for LA County HIV reports.
- ❑ Assist with Men's Clinic.
- ❑ Conduct HIV counseling and testing services.
- ❑ Recruit HIV and testing services clients with a focus on the Japanese community.

4. JAPANESE COMMUNITY MARKETING

- ❑ Assist with placing ads in the Japanese community
- ❑ Conduct outreach at various college campuses to target the Japanese community.
- ❑ Promote various services to the Japanese community such as Medicare, Family Planning Services, Pediatric Services and Mens Clinic services.
- ❑ Assist with monitoring expenditures on marketing to the Japanese community.
- ❑ Update Japanese version of APHCV webpage information
- ❑ Plan, develop and coordinate agency website development with appropriate staffs.
- ❑ Research on Japanese Community in Valley, Glendale, Burbank, Downtown, Korean Town and develop outreach plan & conduct outreach

QUALIFICATIONS:

- ❑ At least two years of college education or AA degree or equivalent.
- ❑ Professional verbal and written communication skills, including ability to give presentations, write reports, and facilitate meetings in English and Japanese. Native fluency in Japanese required.
- ❑ Experience working with target populations, including people of diverse cultural, education, socio-economic, and linguistic backgrounds, and knowledge of related issues.
- ❑ Proficient in MS Word and Excel; knowledge of other software a plus.
- ❑ Ability to work with minimum supervision and also function as a team member.
- ❑ Self-organized, can prioritize competing assignments, and multi-task.
- ❑ Successful completion of HIV Counseling and Family Planning certification course upon hiring will be required
- ❑ Ability to successfully conduct HIV and Family Planning counseling independently within 3 months of becoming certified.

Human Resource Procedural Requirements:

- ❑ Completed Health Assessment Form-A health examination for the past 6 months before the projected start date;
- ❑ Completed Department of Justice Background Check (Live Scan);
- ❑ Employee’s Proof of Auto Insurance (If driving of agency’s vehicle is required);
- ❑ Completed Department of Motor Vehicles Background Check (If driving of agency’s vehicle is required);
- ❑ Proof of eligibility to work in the USA.

PHYSICAL REQUIREMENTS:

The Program Assistant should be able to push up to 15 pounds, stand up lifting up to 10 pounds, lifting and carrying up to 20 pounds, driving automobile, and working in confined spaces.

Last updated on: March 11, 2009

EMPLOYEE ACKNOWLEDGEMENT:

I have read my job description/performance evaluation and understand its contents. I agree to perform the duties and responsibilities to the best of my ability. If at any time I have questions about its contents, I will discuss with my supervisor any clarification. I have received a copy of this job description and understand that it will be used to evaluate my performance both on an ongoing basis and at regular intervals.

Employee Signature

Date

Supervisor Signature
Yuki Morinaga, Women’s Health Coordinator

Date

Supervisor Signature
Shalini Vora, Pediatric & Women’s Coordinator

Date