HUDSON PRIDE CENTER
A HOME / A VOICE

Hudson Pride Center
PO BOX 8116 Jersey City NJ 07308
(201) 963-4779, Fax (201) 963-7983
www.hudsonpride.org
Elizabeth Schedl, Executive Director

Position Title: Wellness Coordinator
Location: Union City, NJ
Department: Community Health Programs
Reports To: Director of Health Programs
Compensation: $27.00–$29.00 per hour, depending on experience and qualifications.
Employment Type: Full-time
Benefits: Hudson Pride Center offers a comprehensive benefits package for eligible employees, including access to health insurance, paid time off, and paid holidays.

Position Summary: The Wellness Coordinator is responsible for overseeing the day-to-day administrative operations of the office. This role includes welcoming visitors, managing appointment schedules for all client intakes across various programs, and scheduling and managing appointments for HIV testing, behavioral health, HRT, PEP, PrEP, STIs, and other health and wellness sessions as needed. The Wellness Coordinator will also facilitate initial intakes, follow-up scheduling, and other tasks related to health programs as assigned.

This position ensures a welcoming and professional environment for all visitors and staff, facilitating communication across language barriers. Responsibilities also include managing office and program supplies, coordinating office events and meeting spaces, handling communications, and ensuring the efficient and effective running of the office. The Wellness Coordinator acts as the primary point of contact for staff and clients, ensuring a welcoming and professional environment.

Applicants who are bilingual (English/Spanish required) are strongly encouraged to apply.

Key Responsibilities:

1. **Administrative Support:**
    - Oversee day-to-day administrative operations of the office.
    - Manage office and program supplies, ensuring availability and proper stock levels.
    - Handle incoming and outgoing communications, including phone calls, emails, and mail.
    - Serve as the designated staff member responsible for opening and closing the Center's office and program spaces, including securing the facility at the end of scheduled operations and ensuring spaces are ready for use at the start of the day.
2. **Visitor & Client Reception and Scheduling:**
    - Welcome and assist visitors, ensuring a professional and inclusive environment.
    - Manage appointment schedules for all client intakes across various programs.
    - Schedule and manage appointments for HIV testing, behavioral health, HRT, PEP, PrEP, STIs, and other health and wellness sessions.
3. **Program Coordination:**
    - Facilitate initial intakes and follow-up scheduling for health programs.

Hudson Pride Center
PO BOX 8116 Jersey City NJ 07308
(201) 963-4779, Fax (201) 963-7983
www.hudsonpride.org
Elizabeth Schedl, Executive Director

- Coordinate office events and manage meeting spaces.
- Support staff and clients with scheduling and other needs related to health programs.

4. **Communication and Outreach:**
   - Facilitate communication across language barriers, ensuring all clients and staff are effectively informed and supported.
   - Act as the primary point of contact for staff and clients, addressing inquiries and providing necessary information.
5. **Documentation and Reporting:**
   - Maintain accurate records and documentation for client intakes, appointments, and health programs.
   - Prepare reports and summaries as required by the supervisor or management.

Qualifications:

- **Education:** Bachelor's degree in Public Health, Social Work, Psychology, or a related field.
- **Experience:** Minimum of 2 years of experience in health or wellness programming, preferably with HIV-affected populations.
- **Skills:** Excellent communication, organizational, and interpersonal skills. Ability to work independently and as part of a team
- **Languages:** Must be fluent in both English and Spanish, including verbal and written communication.
- **Knowledge:** Strong understanding of social determinants of health issues, cultural competence, and wellness strategies. Familiarity with HIV prevention, treatment, and community resources. Understanding of confidentiality and privacy regulations related to HIV status.
- **Attributes:** Compassionate, non-judgmental, and dedicated to providing equitable support. Ability to work independently and as part of a team, with strong organizational and problem-solving skills.
- **Other:** Ability to work flexible hours, including evenings and weekends as needed.

Working Conditions:

- In-person office environment
- Travel to community sites and events. Regular travel between the Union City and Jersey City locations is required. Employees must have reliable transportation to fulfill job responsibilities, whether through a personal vehicle and driver's license and/or other reliable means of transportation. Mileage for work related travel is reimbursed in accordance with organizational policy.
- Ability to lift up to 25 pounds, with or without reasonable accommodation, and perform physical activities as needed.

HUDSON
PRIDE CENTER
A HOME / A VOICE

Hudson Pride Center
PO BOX 8116 Jersey City NJ 07308
(201) 963-4779, Fax (201) 963-7983
www.hudsonpride.org
Elizabeth Schedl, Executive Director

Hours: This is a full-time /40 hours per week position. The work hours will vary based on HPC and clients' needs. General weekday, night and weekend availability is needed.

Location: This position will be based out of Hudson Pride Center's (HPC) Union City Office Location

HOW TO APPLY: Please send your resume and cover letter to info@hudsonpride.org

Hudson Pride Center is an equal opportunity employer and an inclusive organization. People of color, women, and LGBTQ+ people are strongly encouraged to apply. Applicants who need a reasonable accommodation to participate in the application or interview process may request one by contacting us at the email address above.