



www.gaycity.org

Title: Research Coordinator

Hours: Non-Exempt, 40 hours per week (weekend and evening hours required)

Salary: \$23.00/hour

Reports to: Clinic Manager

To Apply

- Please submit cover letter and resume via e-mail to jobs@gaycity.org
- Please use **“Research Coordinator - *Your name*”** in the subject line

Gay City’s Mission

Gay City: Seattle’s LGBTQ Center cultivates access and connections to promote self-determination, liberation and joy in our communities.

Position Summary

The Research Coordinator at Gay City will work on a research project to evaluate new HIV testing technologies in clinical settings with high HIV incidence and contribute to Gay City Wellness Center activities.

Duties and Responsibilities

- Collect specimens and administer HIV tests on finger-stick blood samples (including dried blood spots) and perform venipuncture following standardized procedures.
 - Interpret and discuss rapid HIV test results.
 - Develop rapport with study participants at study visits, complete follow up calls at 1, 3, and 6 months after visits for each participant, and engage in other participant retention activities.
 - Obtain and document informed consent from men who have sex with men, women and transgender individuals for participation in the relevant research project.
 - Maintain professionalism and the highest standards of research ethics during all study visits and communications with participants.
 - Obtain and document client risk history and demographic information and facilitate computer-based behavioral survey.
 - Provide referral for clients with reactive results.
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- Assist with triage of men who have sex with men and transgender individuals seeking HIV testing at Gay City to research project or clinical care.
- Maintain confidentiality of all records.
- Maintain accurate research records.
- Know and understand research project operating policies and procedures and charting.
- Maintain inventory, request clinical supplies in a timely manner and perform quality control procedures on all point-of-care tests.
- Transport specimens as needed.
- Educate men who have sex with men, women and transgender individuals about health risks and promote behavioral changes to reduce risks.
- Attend relevant staff and community meetings focused on HIV and sexual health for men who have sex with men and transgender individuals. These meetings may include outreach and education in Seattle bathhouses and gay bars.
- Work to assist and educate research participants and Gay City clients and community about HIV testing and other aspects of sexual health, particularly for men who have sex with men and transgender individuals as detailed below.
- Attend relevant meetings with the contracting agency.
- Assist with reporting to the contracting agency as needed.

Required Qualifications

- Two years of college-level course work in a relevant academic area AND one year of appropriate experience OR equivalent education/experience.
- Prior experience building and maintaining rapport with clients/patients/participants for follow-up care and/or research.
- Prior experience in communicating critical personal health information (e.g. HIV status).
- Prior experience in communicating openly on explicitly sexual topics, including HIV/AIDS, without prejudice. NOTE: In addition to HIV and the HIV tests employed in this research project, this position is expected to serve as a resource to study participants and all Gay City clients on topics that may include: relative risks of HIV transmission from unprotected receptive anal sex, insertive anal sex, oral sex, and anilingus; benefits of condom use, condom negotiations during sex, condom selection, and triaging of problems such as fit and slippage; partner negotiations around monogamy, open relationships, and safety; safe use of sex toys, BDSM and other kink; education about and referrals for PrEP (pre-exposure prophylaxis for HIV); and other topics related to sexual health for men who have sex with men and transgender individuals.
- Knowledge and familiarity of issues impacting queer and trans communities with demonstrated ability to apply a lens of intersectionality, particularly with regard to race, class, gender, age and ability.
- Excellent verbal, written, and interpersonal communication skills, including the ability to use sound judgment to determine appropriate course(s) of action in complex interpersonal situations.

- Must be highly organized, detail oriented, and committed to delivering quality customer service.
- Friendly, engaging presence with an ability to establish and maintain close collegial working relationships both internally and externally.
- Established ability to maintain a high level of production while working independently.
- General proficiency with computers and ability to learn new software.
- Evening and weekend availability required.

Preferred Qualifications

- Four years of college-level course work in a relevant academic area AND two years of appropriate experience
- Certified or eligible upon hire for Health Care Assistant A licensure or equivalent.
- Certification of prior attendance at an HIV Prevention Counseling training or certification by a prior employer or academic supervisor of equivalent training (as specifically described by CDC, DOH, and/or PHSKC) or experience.
- Two years of prior experience in HIV counseling and testing as has been defined in the Washington Administrative Code (246-100-207) or in care of HIV-infected persons.
- One year of experience working with men who have sex with men or transgender individuals.
- Experience working within the Seattle LGBTQ community.
- Medical Phlebotomy license (Gay City will provide the necessary training if applicant does not already have a license).

Benefits

- Full healthcare, dental, and optical coverage offered.
- Generous vacation, paid holidays, sick leave, and safe leave after successful completion of the 90-day introductory period.
- Gay City recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan.
- Free ORCA Pass.

1-9 and Vaccine Compliance

On your first day of work, you will be required to provide proof of your eligibility for employment under the Immigration and Reform Control Act of 1986, as amended. Therefore, please bring proper photo identification, such as your passport, or your driver's license and social security card on your first day. You will also need to provide proof of COVID vaccination.