History

ACCEPT was and is the only community-based organization providing HIV/AIDS prevention education, intervention, and support services targeting African Americans in Washoe County. ACCEPT was founded in 1995 by Pastor Glenn E. Taylor Sr., as an outreach ministry of the Greater Light Christian Center Church. In 1999 ACCEPT acquired its own 501c3. African Americans account for more HIV and AIDS cases than any other ethnic group in the United States. Although only 12% of the US population, African Americans account for 47% of all HIV/AIDS cases. **We do not discriminate in our provision of services, we serve all ethnic groups and races.** We also provide substance abuse prevention classes for children and parents, parenting education, wellness groups and trainings, capacity building trainings, and supportive care services for individuals living with HIV/AIDS in addition to HIV/AIDS prevention.

Mission Statement

Our mission is to empower underserved individuals and families by providing public health services and resources through community partnerships serving a multicultural population with emphasis on at-risk communities.

Programs & Services:

**Positive Action** – A 12-week substance abuse prevention program directly targeting 4th & 5th grade youth at Washoe County School District TEAM-UP Elementary Schools. ACCEPT has been implementing this program for over 17 years and has educated over 2400 youth, free of charge due to funding from JTNN (Join Together Northern Nevada).

**Ryan White HIV/AIDS Program Part B**

HIV/AIDS Health Education and Risk Reduction (HERR) Support Groups are for Men and Women living with HIV/AIDS and their loved ones. The HERR program provides services that educate consumers with HIV/AIDS about HIV transmission and how to reduce the risk of HIV transmission, by disseminating information about medical and psychosocial support services and counseling to help consumers with HIV improve their health status. **The HERR Groups meet every 2nd and 4th Wednesday of the month at 5:00 pm at NNHOPES. Free dinner is served.**

Non-Medical Case Management Services (NMCM) provide guidance and assistance in accessing medical, social, community, legal, financial, and other services, which may include assisting eligible consumers to obtain access to additional public and private programs such as Medicaid, Medicare Part D, or other state or local health care and supportive services.

Medical Transportation Services are conveyance services provided, directly, through gas vouchers, bus passes, Lyft or Huber rides to enable consumers to access health care services and HIV-related health and supportive services, thus allowing them to improve and/or maintain good health.

Eligibility Program - Referral to Health Care and Support Services assists consumers with enrollment for Ryan White needed core medical or support services.

The Minority AIDS Initiative (MAI) was established in 1999 by Congress to improve access to HIV care and health outcomes for disproportionately affected minority populations. MAI grants fund outreach and education services designed to increase minority access to needed HIV/AIDS medications through Part B AIDS Drug Assistance Programs.

“*The above Ryan White services provided to Consumers* is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under X07HA0001 ($9,116,697) and Ryan White Care Act Title II. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government.”
Job Order: 462380
Job Title: Program Service Specialist
Type of Job: Full Time (30 Hours or More)

Job Description:
POSITION: Program Service Specialist for a nonprofit agency. Immediate Opening!
SCHEDULE: Full-time regular; 40 hours per week; Some weekends and evenings may be required.
LOCATION: Reno, NV 89503.
SALARY: $17.00 - $19.00 per hour depending on experience plus medical benefits.

PLEASE NOTE:
To apply for this position, you must visit a Nevada JobConnect office for a referral, and please bring a current resume. Please be prepared to complete company paper application, and bring a valid picture ID as you will be tested for typing skills (minimum of 35 wpm) and computer literacy (MS Word, Excel, and PowerPoint) by Nevada Job Connect staff prior to interview.

MINIMUM REQUIREMENTS:
1. AA Degree with one year of experience in community health programming or community education. Experience in office management, data entry, nonprofits, and health-related community programs preferred.
2. With no experience, Bachelor's degree in Public Health, Social Work, Family Studies or other related field required.
4. Ability to communicate effectively both verbally and in writing with staff, clients, employees and public. Strong public speaking skills required.
5. Analytical and problem-solving skills. Bilingual in English and Spanish is a plus.
6. Ability to follow oral and written instructions.
7. Ability to recruit and train volunteers as needed.
8. Strong interpersonal, management, and team/partnership building skills.
9. Valid Nevada driver's license, proof of insurance, and reliable vehicle; local mileage reimbursed at the current government rates.
10. Employer conducts background check and drug test.

JOB SUMMARY:
Provide program support to all agency programs. Will serve in a generalist capacity and perform a variety of program support/program-specific duties. Assignments are varied, depending on the program being supported. The Program Service Specialist has the latitude to select the most appropriate methods and tools to get the job done within established administrative guidelines, regulations or instructions.
1. Receive and process calls and requests for program services; assess the information provided and make initial determination what program(s) the consumer should be referred based upon established criteria and requirements of programs being offered.
2. Assist in editing and producing a variety of materials such as brochures, newsletters, flyers, presentations, charts, graphs, instructional materials, convert documents for Internet usage and maintain Web hyperlinks as assigned.
3. Assist in advising individuals and small groups of consumers to provide standard and routine intake information requirements, assist consumers in completing various forms to participate in programs.
4. Schedule appointments for Non-Medical Manager.
5. Assist with teaching a Drug Prevention Program for Youth.
6. Database entry.
7. Assist the Program Director as needed.
8. Other duties as assigned.

OTHER INFORMATION:
Background and reference checks will be conducted. Hours may vary, including working some evenings and weekends based on program facilitation. Individuals are not considered applicants until they have been asked to visit for an interview and at that time complete an application for employment. Completing the application does not guarantee employment. In accordance with the company's Drug-Free Workplace Policy, pre-employment drug testing will be administered. Equal Opportunity Employer/Affirmative Action (EOE/AA).

It is company policy that no employee or applicant will be discriminated against because of race, color, religion, creed, national origin, gender, gender-identity and expression, sexual orientation, age, disability, HIV status, genetic information, political affiliation, marital status, union activity, military, veteran, and economic status, or any other characteristic protected in accordance with applicable federal, state, and local laws. This policy applies to all phases of its personnel activity including recruitment, hiring, placement, upgrading, training, promotion, transfer, separation, recall, compensation, benefits, education, recreation, and all other conditions or privileges of employment. The company values diversity and welcomes applicants from a broad array of backgrounds.

Minimum Age: 
Hiring Requirements: Drug Testing/Screening
Education Level: Associate's Degree
Requires a Drivers License: Yes, Operator License
Minimum Salary: 17.00 Hour  Maximum Salary: 19.00 Hour
Pay Comments: DOE (Depends on Experience)
Benefits: Medical

Job Application Methods Accepted: Via Email
Employer requests only Veterans apply: None Selected

Application Comments:
Interviewers:
2. Please have customer complete company application, then scan, and return originals back to customer to give to Employer at time of interview.
https://www.employnv.gov/vosnet/Handlers/FileDownloader.ashx?enc=lpILj1SJIgNiaHtyoS9ckdpva3yjFApvIwsyTpqDQDnUz3IVGPboXu94fu807m4o
3. Please email completed application, resume and test results to gwent@acceptonline.org AND cc: gjchua@detr.nv.gov

BSR: Gloria Chua