

SPECIAL SERVICE FOR GROUPS

Title: Health Educator	Division: APAIT
FLSA: Non-Exempt	Supervisor: Program Manager
Pay Range or Rate: \$14.42/hr. - \$15.38/hr. DOE plus comprehensive benefits	Revised: 7/7/2010

Summary

A strong team player and people-oriented **Health Educator** will provide HIV prevention and education services to **gay/bi-sexual/questioning men** at-risk for contracting HIV in Los Angeles County. The applicant must have a clear understanding of behavior change practices. Experience building and/or organizing diverse ethnic and cultural communities is a must, including, but not limited to the following target populations: people of color, gay/lesbian/ bisexual/ transgender/questioning community, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. The applicant must also have the ability to build rapport with the target populations, assess individuals' risk for HIV exposure/infection, identify appropriate risk reduction strategies, and comfortably discuss sexual issues/barriers with clients. This is a full-time position requiring flexible hours including evenings, weekends, and some holidays.

Essential Functions

- Facilitate support groups, behavior change workshops, and skills building trainings to groups varying in size.
- Conduct outreach activities to promote services, recruit program participants and volunteers, and provide health education to the target populations.
- Implement programmatic scope of work at a minimum of 85% completion rate.
- Report on intervention activities and propose strategies to address challenges in implementation and emerging trends.
- Provide necessary programmatic documentation, including the timely completion of reports, administration of evaluation tools, and other program related assignments.
- Assist in the coordination and participate in community events, health fairs, and festivals.
- Represent the agency by attending local planning groups, community forums, and collaborations or consortium meetings.
- Other projects as assigned to meet program and agency mission, goals and objectives.

Minimum Qualifications - Knowledge, Skills, and Abilities Required

- Bachelor's Degree in Social Work, Psychology or Public Health related fields or two years of direct service or HIV prevention work
- Basic knowledge of HIV/AIDS, and related issues
- Valid California Driver's License, plus proof of car insurance
- Reliable transportation
- Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician
- Experience and knowledge of PC hardware and software (Windows, Power Point, Word and Excel a must)
- Verification of Employment Eligibility
- Passing of background check
- Great attitude and people skills a must

Non-Essential Qualifications - Knowledge, Skills and Abilities

- Relevant community health outreach training
- Knowledge of behavior change interventions
- Strong written and oral skills necessary for program narrative reporting and presentations
- Experience and knowledge of MS Access and Outlook Software
- Ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment
- Ability to work with diverse communities including but not limited to multi-gender, ethnic, generational, lingual, dual or multi-diagnosed, etc.
- Good problem solving and conflict resolution skills

Supervisory Responsibilities

- This position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

- Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.
- Outreach in nightclubs, massage parlors, and other outreach venues that target population frequents. Must be comfortable with environmental conditions at the outreach locations, such as noise level, aggressive patrons, substance use, etc.

Physical Requirements

- In the course of performing this job, this position typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

Mental Requirements

- This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

Submit Resume to: Tara Sellars, Program Associate
By fax to (213) 553-1833 or by e-mail to taras@apaitonline.org

Please note: All new staff will be fingerprinted within the first (2) weeks of hire. The agency will pay for the cost. Failure to pass fingerprinting clearance will be sufficient cause for dismissal from Special Service for Groups/Asian Pacific AIDS Intervention Team if employed.

Special Service for Groups is an Equal Opportunity/Affirmative Action Employer