JOB DESCRIPTION

Job Title: HIV Prevention Specialist

FLSA Status: Exempt

Accountable to: Director of HIV Prevention and Health Education

Summary: The HIV Prevention Specialist is responsible for providing HIV prevention education to people living with HIV and people at risk of acquiring or transmitting HIV. This HIV Prevention Specialist position specializes in providing HIV prevention education to gay/bisexual men living with HIV/AIDS and their sexual partners.

Essential Duties & Responsibilities:

1. Provide specialized HIV prevention education to HIV positive individuals, including individualized sessions and educational workshops.
2. Conduct scientific based prevention education sessions with HIV positive individuals, and individuals at risk for HIV infection, including individual sessions, workshops, and social marketing activities for on-going recruitment.
3. Coordinate and implement all program activities as per scope of work and timeline.
4. Prepare and develop all program curriculum, materials, fliers, and all other printed materials required by the program or based on clients' needs.
5. Coordinate with HCA program monitor and Director of HIV Prevention and Health Education for materials approval.
6. Participate in materials review for all other county prevention contractors, as per HCA contract requirements.
7. Coordination and assist in all client conferences, workshops and medical updates.
8. Conduct process and outcome evaluation activities.
10. Prepare draft progress and final reports for all programs and activities.
11. Develop relationships with the community in order to gain access to HIV positive individuals and individuals at risk for HIV infection.
12. Represent the program at community meetings, and represent ASF at committee meetings.
13. Attend specialized training specific to HIV prevention program design and implementation, and behavior change theory application.
14. Attend medical updates conferences and other program related trainings.
15. All other duties as assigned.

**Competency:**
To perform the job successfully, the Health Educator must demonstrate the following competencies;
1. Excellent written and communication skills
2. Ability to coordinate multiple assignments
3. Ability to determine priorities
4. Proficiency in English grammar and composition
5. Strong interpersonal skills and professional attitude

**Qualifications:**
1. Must have specialized training or experience in the program development, implementation and management for HIV Prevention and specific Health Education.
2. Must have specialized training or experience in behavior change theories application and implementation in HIV prevention.
3. Must have specialized training or experience in HIV Prevention Education and HIV Treatment.
4. Must have experience working with HIV infected individuals, substance abuse populations, and socially, ethnically and economically diverse populations.
5. Must be able to work independently as well as in a team environment.
6. Must demonstrate sound judgment, initiative and discretionary abilities.
7. Must possess reliable transportation, a valid California driver's license and maintain the minimum California vehicle insurance requirements.

**Education:**
Minimum requirement is Bachelor's Degree in Social Work, Human Services, Business Administration or equivalent.

**Language Ability:**
Must have the ability to read and interpret any and all official correspondence, reports and documents. **Ability to effectively communicate in Spanish is strongly preferred.**

**Reasoning Ability:**
Must have the ability to apply common sense to carry out instructions.

**Computer Skills:**
Must have working knowledge of MS Word, MS Outlook and MS PowerPoint.
Supervisory Responsibilities: None

Certificates & Licenses: HIV Counseling and Testing Certification provided by the California Department of Health is preferred.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. This job requires no heavy lifting or other physically demanding activities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Salary & Benefits: Salary is commensurate with qualifications and experience. Benefits are as outlined in Human Resources Policies and Procedures.

ASF is an Equal Opportunity Employer.