

POSITION TITLE: Director of HIV Prevention and Education

REPORTS TO: Executive Director

STATUS: Exempt

SUMMARY

This position oversees Four A's Education and Prevention program including a variety of outreach events, rapid testing opportunities, the Syringe Access Program and the Four A's Mobile Unit. This position directly supervises a team of 3-6 staff and volunteers, including a Southeast outreach position located in Juneau. Responsibility for management of the Education and Prevention budget as well as program reporting included. This director also serves as a valued member of the Four A's leadership team which makes decisions about and provides guidance for agency level policies, procedures and strategy.

JOB DUTIES

Outreach

- Create and distribute HIV-related marketing materials specifically designed to reach high risk populations including men who have sex with men (MSM), persons who inject drugs (PWIDs), high-risk heterosexuals, and HIV positive individuals and their sex partners.
- Partner with Municipality of Anchorage, State of Alaska, Pride Foundation and other organizations to participate in HIV education and prevention activities in the Four A's service areas such as Pridefest, National Testing Day
- Work with partners to support community building and empowerment activities among high risk populations
- Serve as the agency point of contact for engagement in education and prevention activities

Prevention and Rapid Testing

- Implement State of Alaska HIV Prevention activities per requirements and guidelines.
- Facilitate HIV 101 Prevention workshops and outreach.
- Ensure delivery of one-on-one HIV rapid testing and outreach to high risk populations.
- Ensure delivery one-on-one Hepatitis C rapid testing to persons who inject drugs.
- Oversee distribution of condoms statewide.
- Collect and record program and participant data for the state and agency database.
- Maintain prevention program aimed at young MSM
- Ensure testing staff are trained and prepared for client support in case of positive diagnosis

Syringe Access Program (SAP)

- Oversee all aspects of the syringe exchange including hours of operation, staffing, supplies, data collection and reporting
- Manage outreach and relationship building with property neighbors regarding SAP activities
- Mitigate SAP negative impacts (discarded syringes, access to building after hours, activity on premises)

Four A's Mobile Unit

- Develop and manage relationships with site hosts and local governments regarding locations and services of the mobile unit
- Oversee all aspects of the mobile unit including hours of operation, staffing, supplies, and site locations or delivery schedules
- Ensure staff utilizing mobile unit are adequately trained, have appropriate driving permissions and are aware of policies and procedures for mobile unit use
- Participate in the maintenance and upkeep of mobile unit—track mileage, fuel, oil changes, etc.

Other duties as assigned, including but not limited to:

- Full participation in Leadership Team meetings and activities
- Significant participation in the creation and submission of funding proposals
- Engage in qualitative program analysis and compile and maintain data as directed
- Collect and record program data for the monthly Four A's Board Report
- Provide narrative and program data reports for funders including State of Alaska, as required
- Provide on-going training to staff and volunteers to correctly carry out duties

QUALIFICATIONS

Education and Experience: The successful candidate will possess significant experience working with vulnerable populations and in the nonprofit sector or may have a bachelor's degree or specific formal education training in nursing, human services, social services, substance abuse counseling or related fields. Prefer past experience working on HIV-related issues or with people who experience HIV/AIDS. Must be able to work evenings and weekends as few times a month and quarterly travel within the Four A's service region—particularly Kenai and Juneau.

Knowledge, skills, and abilities: Must be knowledgeable about HIV/AIDS prevention or be willing to learn. Must be able to work independently and as part of a team as needed. Must be able to work effectively and sensitively with HIV positive persons of various social-cultural and economic backgrounds and levels of sexual identification. Must be comfortable discussing sexual issues and subjects with a wide range of persons. Must be able to work collaboratively in a team setting. Skills in group facilitation and community organizing a plus.

Communication Skills: Must possess excellent written, communication, and organizational skills, be proficient in database entry and management with an attention to detail, have a positive attitude, possess strong listening skills, and feel comfortable working with diverse populations in a variety of settings. Must be comfortable discussing sexually explicit subjects, facilitating educational and support groups. Must be comfortable talking about injection drug use and interacting with persons who inject drugs.

Equipment:

- Ability to operate proficiently a personal computer, fax machine, printer, and copier.
- Access to own and reliable transportation.

Physical Requirements:

- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe and assess.

Certifications and Clearances: Valid driver's license; proof of auto insurance. Background check, TB test, and Hepatitis B vaccination.

Access to PHI: Will have access to Protected Health Information as outlined in Four A's Security Policies & Procedures.

This Job Description does not list all of your job duties. Occasionally your supervisor may request that you perform other reasonable duties. Review of your performance is based on your performance of the duties listed in this Job Description and these other duties. The Four A's reserves the right to revise this Job Description at any time. This Job Description is not a contract for employment. Either you or the Four A's may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Employee Signature

Date