

## JOB DESCRIPTION

**POSITION TITLE:** HIV Prevention & Education Program Manager

**REPORTS TO:** Senior Director of Programming and Operations

**STATUS:** Exempt, Full time

**COMPENSATION:** \$63,000 - \$74,000 dependent on experience

**LOCATION:** on-site/in person at our Anchorage location

### JOB SUMMARY

Manage a HIV prevention program designed to primarily serve vulnerable populations including the LGBTQ community, people who use drugs, and any individuals interested in improving their sexual health through access to affirming testing, HIV prevention, and harm reduction services. This position manages the three components of the Prevention & Education Program: testing, HIV prevention education/outreach, the Anchorage and Mat-Su Four A's Syringe Access Program (FASAP). This position supervises up to 1-2 Peer Specialists and volunteers and is responsible for reporting all program data for grant and agency requirements.

### ESSENTIAL JOB FUNCTIONS

- Manage rapid HIV/HCV testing program and train staff/volunteer testers.
- Manage Four A's Syringe Access Program in Anchorage, in-office and off-site and in the Mat-Su.
- Represent Four A's in the community with agency partners and at events.
- Conduct one-on-one outreach in the community via the mobile van.
- Conduct HIV and Harm reduction workshops and outreach events.
- Maintain referral system for prevention programs
- Collect and record program data as required for the state and agency database
- Complete program reports on a monthly and quarterly basis.
- Implement State of Alaska HIV Prevention activities per program requirements and guidelines.
- Manage ordering, tracking, and maintaining all supplies for Anchorage prevention programs.
- Provide supervision and support to Anchorage-based prevention staff and volunteers.
- Attend staff meetings, trainings, and outreach events.
- Maintain flexible work hours including some evenings and weekends.

### CORE VALUES

- Provide services in accordance with the Four A's mission statement and core values.
- Actively promote a sex-positive, person-centered, anti-stigma culture.

- Communicate clearly and compassionately with all Four A's stakeholders including but not limited to staff, participants/clients, board members, and the wider community.
- Maintain professional education on HIV Prevention topics- HIV transmission, PrEP, sexual and gender identity, drug-use, community resources and Hepatitis-C and STIs

## **QUALIFICATIONS**

**Education and Experience:** The successful candidate will possess a high school diploma or GED. Lived experience is highly valued for this position, and personal experience with substance use, mental health, or trauma-informed practice is especially preferred. Supervisory experience preferred.

**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 and drug-related subjects, facilitating educational and support groups.

### **Equipment:**

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

### **Physical Requirements:**

- Frequent communication - verbal and written.
- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe and assess.
- Occasional stooping, kneeling or crouching.
- Reach with hands and arms.
- Use math/calculations.
- Lifting Requirement – minimum of 25 lbs

**Certifications and Clearances:** Valid driver's license, access to reliable transportation; proof of auto insurance. Background check will be conducted to screen for history of abuse of vulnerable populations. Individuals with lived experience with the criminal justice system are encouraged to apply.

**Knowledge, skills, and abilities:** Must be comfortable working in an environment that does not require or push recovery or treatment on any participant. Must be highly compassionate, creative and energetic, show initiative and be able to work independently as needed. Must be able to work effectively and sensitively with people living with HIV, from various social-cultural and economic backgrounds and different sexual orientations and gender expressions. Must be comfortable discussing sexual issues and subjects with a wide range of persons from a sex-affirming perspective. Skills around team building, supportive supervision and program management are highly desired.

**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.

Four A's is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Interested candidates can apply by sending a resume and cover letter to [applicants@alaskanids.org](mailto:applicants@alaskanids.org)