

JOB DESCRIPTION

POSITION TITLE: HIV Prevention & Harm Reduction Specialist

REPORTS TO: Director of Prevention & Education

STATUS: Non-Exempt, Part time, On-Call

JOB SUMMARY

Coordinate a multi level HIV prevention program intervention aimed at high risk populations (i.e. MSM, HIV positive, and Injection Drug Users & their sex partners) and the general community. Provide access to sterile syringes, injection supplies and safer sex supplies, in a manner that demonstrates a strong commitment to the principles of Harm Reduction.

MEASURABLE PRODUCTION GUIDELINES

- Facilitates smooth and efficient operation of the syringe exchange.
- Inputs and tracks inventory and client level data.
- Develop and deliver education programs relevant to the program's goal.
- Provide information on and referrals to other health services.
- Conduct one-on-one outreach & testing to high risk populations.
- Attends health fairs and promotes the SEP at the agency booth during fairs.
- Promote safe disposal of syringes and injection supplies, including collection and disposal of used syringes.

QUALIFICATIONS

Education and Experience: High school diploma/GED, or six months relevant experience in paid/volunteer work on HIV-related issues or equivalent combination of education and experience.

Communication Skills: Communicate effectively in oral and written form with program participants, agency staff, other service agencies, and the general public and possess strong active listening skills. Must be comfortable discussing illicit drug use and overdose prevention as well as sexually explicit subjects. Must be comfortable facilitating educational and support groups.

Equipment:

- Ability to operate proficiently a personal computer, fax machine, printer, & copier.
- Access to own and reliable transportation.
- Lifting Requirement – minimum of 25 lbs

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

Knowledge, skills, and abilities: Must have demonstrated leadership qualities and knowledgeable about HIV/AIDS prevention. Must be creative and energetic, show initiative and be able to work independently as needed. Must be able to work effectively and sensitively with target population and have a strong commitment to the principles of Harm Reduction; must be able to work collaboratively in a team setting, must be comfortable discussing sexual issues and Intravenous Drug Use with a wide range of persons. Must be able to work evenings and weekends as necessary and posses; skills in group facilitation, community organizing, materials and/or web design.

ESSENTIAL JOB FUNCTIONS

- Conduct syringe exchanges
- Conduct one-on-one outreach and education to IDU's.
- Recruit and train volunteers.
- Create and distribute marketing and educational materials.
- Engage in qualitative program analysis and compile and maintain data as directed.
- Lead HIV testing campaign among target population's sex partners.
- Meet regularly with team members and supervisor.
- Compile monthly, quarterly and annual statistics on participants and programs.
- Maintain list of all local health fairs and organize and operate agency booth at fairs.

This Job Description does not list all of your job duties. Occasionally your supervisor or manager might 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. Therefore, 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