

## JOB DESCRIPTION

**POSITION TITLE:** Southeast Prevention & Education Coordinator

**REPORTS TO:** Director of HIV Prevention and Education

**STATUS:** Exempt

**SALARY:** \$51,650

### **JOB SUMMARY**

Coordinate a multi-level intervention HIV prevention programming for people who are most vulnerable for HIV and/or STI infection, including men who have sex with men (MSM), people who inject drugs (PWID), and people living with HIV and their sex partners. Prevention efforts have an emphasis on rapid HIV testing and outreach, HIV prevention education, pre-exposure prophylaxis (PrEP) and operating the Four A's Syringe Access Program (FASAP). The Alaskan AIDS Assistance Association works from a harm-reduction perspective.

### **QUALIFICATIONS**

**Education and Experience:** The successful candidate will possess a bachelor's degree in nursing, human services, social services or related field OR commensurate experience. Prefer experience working on HIV-related issues or with people who experience HIV. Lived experience with HIV, HIV/STI testing, substance use, and PrEP is highly valued. Must be able to work occasional evenings and weekends as necessary.

**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.

### **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 – maximum of 25 lbs

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

**Knowledge, skills, and abilities:** Must be knowledgeable about HIV prevention and harm reduction. Must be 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 of various social-cultural and economic backgrounds. Must be comfortable discussing sexual health issues and subjects with a wide range of people. Must be able to work collaboratively in a team setting. Skills in group facilitation and community organizing a plus.

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

### **ESSENTIAL JOB FUNCTIONS**

- Implement State of Alaska HIV Prevention activities per grant guidelines.
- Facilitate HIV Prevention workshops.
- Conduct one-on-one HIV rapid testing and outreach.
- Conduct one-on-one Hepatitis C rapid testing.
- Create and distribute marketing materials and keep promotional tools updated.
- Engage in qualitative program analysis and compile and maintain data as directed.
- Lead HIV testing and PrEP access campaigns.
- Oversee all aspects of the Juneau FASAP.

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.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date