

Positive Impact Health Center, Inc.

Positive Impact Health Center is a non-profit agency founded in 1990. The Centers provides HIV primary ambulatory medical care, prevention services, behavioral health, substance abuse services, housing, and advocacy in the Atlanta Metro area.

JOB DESCRIPTION **HIV Prevention Educator**

Position Title: HIV Prevention Educator
Employee Classification: Prevention Services – Full-time, Non-Exempt
Department: Duluth Prevention Services
Salary Range: \$39,000 to \$44,000

General Narrative Description of Position: The HIV Prevention Educator is responsible for planning, implementing, and evaluating the CDC endorsed Healthy Relationships and Peer Support interventions for HIV positive men who have sex with men.

Essential Job Functions:

1. Receives training in the Healthy Relationships and Peer Support interventions and other trainings required to support quality delivery of the interventions.
2. Recruits, screens for eligibility and retains a minimum of 63 men who have sex with men in the Healthy Relationships intervention each project year.
3. Recruits, trains and supervises the HIV Peer Facilitators to assist with program delivery.
4. Leads the development or selection of the video clips for program use.
5. Collaborates with the Ric Crawford Clinic, PIHC Behavioral Health and Medical Services staff to recruit HIV positive persons who are non-adherent for HIV medications for recruitment into the Peer Support intervention.
6. Recruits, screens for eligibility and retains a minimum of 7 the Peer Support volunteers and 25 Ric Crawford Clinic (RCC) patients in the Peer Support intervention each project year.
7. Schedules and provides the Peer Support training sessions for Peer Volunteers.
8. Matches HIV positive medication adherent volunteers with RCC patients who are non-adherent to their HIV medications.
9. Facilitates the Healthy Relationships and Peer Support small group intervention ensuring both sessions and yearly objectives are met or exceeded. Will document the factors that enabled or interfered with obtaining the objectives.
10. Facilitates sessions/meetings in a non-judgmental manner and with fidelity to the core elements and core components of these evidence based interventions.
11. Develops program documentation, data collection and evaluation tools.
12. Assists with the compilation of program and evaluation data.
13. Utilizes program documentation tools for every session to ensure fidelity to the intervention.
14. Ensures program data is collected and properly documented.

15. Works in an independent and interdependent relationship with members of the prevention and client services staff, which allows for consultation, collaboration, and/or referral.
16. Ensures Client Services Advisory Committee approves the program materials, documentation and handouts before use.
17. Attends Client Services Advisory Committee meetings and brings challenges and barriers to service delivery to the Committee to seek appropriate resolutions.
18. Develops or adapts a Client Satisfaction Survey and receives input and approval from Client Services Advisory Committee.
19. Administers the Client Satisfaction Survey and other evaluations as directed.
20. Order and maintain supplies as needed for program implementation. Submits invoices for program expenses.
21. Assist with preparation of budget and maintain track of budget expenditures.
22. Documents accurately, in a monthly report, the recruitment and enrollment numbers of clients and cycles implemented along with successes and challenges and submits report to supervisor by the 5th business day of the following month.
23. Assist the Director of Prevention with preparations for site visits/chart audits by funders.
24. Abides by all state and federal policies regarding confidentiality of patient information.

Additional Duties:

1. Network with other agencies, funders, and others to promote Positive Impact Health Center's HIV Prevention services.
2. Participate in monthly agency staff meetings, monthly departmental meetings and occasional health education trainings.
3. Remain current on HIV/AIDS issues.
4. Leads and/or supports the organization of special events as assigned.
5. Perform other duties as assigned.

Required Knowledge, Skills and Personal Qualifications:

1. Bachelor's or graduate degree in health education, education, psychology, social work, or related field. At least two years' experience in health education or related field and able to demonstrate excellent facilitation skills.
2. Two years' experience working with the target group (men who have sex with men) preferred.
3. Possess excellent interpersonal skills and the ability to communicate effectively in a multi-cultural setting including target populations, volunteers, agency staff and Board of Directors.
4. Successful candidate will be a self-starter with the ability to multi-task.
5. Possess excellent communication skills (writing, spelling, listening and speaking).
6. Cooperates as a team member.
7. Possesses problem solving and decision making abilities.
8. Ability to work without close supervision.
9. Utilizes good management techniques.
10. Follows through to completion of assigned tasks.
11. Proficiency in word processing, spreadsheet database and presentation software.
12. Abides by all policies and procedures concerning personnel including conflict of interest policy.

13. Knowledge of HIV/AIDS, knowledge of the target population and past direct experience with people living with HIV/AIDS a plus.
14. Due to the nature of work, the applicant is required to pass a police background check and drug screening.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for an hour or more, sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate computers, objects, tools, or controls and reach with hands and arms.

While performing the duties of this job, the employee is required to drive, using their own vehicle to program sites.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

If interested contact: Submit resume and cover letter to Kyle.Monroe-Spencer@PIHCGA.org. Please, no telephone calls.

Notes:

1. *Positive Impact Health Centers is an equal opportunity employer without regard to age, gender national origin, race or sexual orientation. Positive Impact Health Centers does NOT allow drugs, domestic violence, weapons or tobacco in the workplace. Federal E-Verify, Drug testing, background and credential screening are required.*
2. *This position is an at-will employment position. No contract for employment is implied at anytime.*