

**SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT**

**Title:** Health Educator

**FLSA:** Non-Exempt

**Pay Rate:** \$14.42 - \$15.38/hr. (DOE), plus comprehensive benefits

**Division:** APAIT

**Supervisor:** Division Director

**Date:** 5/1/2014

Summary

Under the supervision of the Division Director, a strong team player and people-oriented **Health Educator** will provide HIV prevention and education services to individuals living with or at-risk for HIV/AIDS in Orange County. The Health Educator must have a clear understanding of behavior change practices. Experience building and/or organizing diverse ethnic and cultural communities is a must, including, but not limited to the following target populations: people of color, gay/lesbian/ bisexual/ transgender/questioning community, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. The Health Educator must also have the ability to build rapport with the target populations, assess individuals' risk for HIV exposure/infection, identify appropriate risk reduction strategies, and comfortably discuss sexual issues/barriers with clients. This is a full-time position requiring flexible hours including evenings, weekends, and some holidays.

Essential Functions

1. Conduct outreach activities to promote services, recruit program participants and volunteers, and provide health education to the target populations.
2. Facilitate support groups, behavior change workshops, and skills building trainings to groups varying in size.
3. Implement individual-level evidence-based substance abuse and HIV prevention programs to individuals living with or at-risk for HIV.
4. Implement programmatic scope of work at a minimum of 85% completion rate.
5. Report on intervention activities and propose strategies to address challenges in implementation and emerging trends.
6. Provide necessary programmatic documentation, including the timely completion of reports, administration of evaluation tools, and other program related assignments.
7. Assist in the coordination and participate in community events, health fairs, and festivals.
8. Represent the agency by attending local planning groups, community forums, and collaborations or consortium meetings.
9. Other projects as assigned to meet program and agency mission, goals and objectives.
10. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. Bachelor's Degree in Social Work, Psychology or Public Health related fields or two years of direct service or HIV prevention work.
2. Knowledge of HIV/AIDS, and related issues.
3. Ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment.
4. Ability to work with diverse communities including but not limited to people of color, gay/lesbian/bisexual/transgender/questioning communities, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages.
5. Valid California driver's license, plus proof of current car insurance.
6. Must have reliable transportation.
7. Verification of employment eligibility and background check.
8. Updated tuberculosis test (annual requirement) read, reviewed, and dated by a clinician within 6 months of start date.
9. Strong written and oral skills necessary for program narrative reporting and presentations.
10. Experience and knowledge of MS Office Outlook Software.
11. Great attitude and people skills are a must.
12. Good problem solving and conflict resolution skills.

Non-Essential Qualifications - Knowledge, Skills and Abilities

1. Current HIV Testing Counselor certification including specialized training/certification in finger stick blood collection.
2. Relevant community health outreach training.
3. Knowledge of behavior change interventions.

Supervisory Responsibilities

1. This incumbent does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows.
2. Outreach in nightclubs, massage parlors, and other outreach venues that target population frequents. Must be comfortable with environmental conditions at the outreach locations, such as noise level, aggressive patrons, substance use, etc.

Physical Requirements

1. In the course of performing this job, this position typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

Mental Requirements

1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

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**Application Process:**

Please submit cover letter and resume by e-mail to: Peter Cruz, Associate Director at [peterc@apaitonline.org](mailto:peterc@apaitonline.org). NO PHONE CALLS PLEASE.