

**SOUTHERN ARIZONA AIDS FOUNDATION
HEALTH EDUCATION & TESTING SPECIALIST
JOB DESCRIPTION**

Scope of Work: The Health Education & Testing Specialist works on SAAF's Rural Testing and Early Intervention Services (EIS) programs. These programs serve at-risk individuals who participate in the behavioral health system Pinal County and individuals in Pima County who are interested in HIV Rapid Testing. The HE&TS will provide HIV rapid and confirmatory testing and linkage to care services alongside health communication and public information sessions that deliver factual information about HIV in southern Arizona. This is a full-time, (40hrs/wk.) non-exempt position. This position requires a significant amount of travel to Pinal County and the ability to work very flexible hours including evenings, weekends and some holidays.

Functional Responsibilities:

- Conduct health education workshops and groups (HIV, Harm Reduction, etc.) for participants.
- Conduct HIV counseling, rapid testing, referral services, and referral follow-up activities in target population.
- Maintain all paperwork including HIV testing files, forms, and databases.
- Perform confirmatory testing of preliminary positives through Venipuncture (blood draw from a vein).
- Assist with evaluation activities.
- Serve as a liaison with collaborating organizations.
- Coordinate scheduling of HIV testing and education activities.
- Work with Quality Assurance and Testing Coordinator to coordinate regional travel arrangements and maintain accurate and up-to-date schedule for program travel.
- Maintain supply inventory and work with Quality Assurance and Testing Coordinator to order supplies as needed.
- Manage and maintain spending records, and submit documentation in a timely manner.
- Attend project and agency meetings as deemed appropriate.
- Work as a team member of the Prevention Services Department and agency.
- Collect program data, assist with monthly reports and submit them in a timely manner to the Quality Assurance and Testing Coordinator.
- Attend specialized skill-building trainings.
- Perform other duties as assigned.
- Coordinates all program activities in collaboration with the Quality Assurance and Testing Coordinator.
- Reports to the Quality Assurance and Testing Coordinator.

Minimum Qualifications:

- Demonstrate a comprehension and appreciation of diverse and complex cultures.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Readiness to be trained (if needed) and to then perform required phlebotomy-related venipunctures for confirmatory testing. Ability to work independently.
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Excellent interpersonal, written and verbal communication skills.
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Bachelor's degree in community health education or social services related field or 2 years' experience in sexual health, HIV/AIDS prevention, substance abuse prevention or other health-related field.
- Bilingual (English/Spanish).
- Experience working with adults with a history of substance use.
- Computer literate, especially familiarity with Microsoft Office software.
- Teaching/group facilitation skills.

Compensation: Starting wage of \$14.44 an hour; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to: Director of HR, Southern Arizona AIDS Foundation, 375 S Euclid Ave., Tucson, AZ 85719, email to hr@saaf.org or visit www.saaf.org.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

Start date: Mid-May 2017