

**SOUTHERN ARIZONA AIDS FOUNDATION
SENIOR HEALTH EDUCATION SPECIALIST
JOB DESCRIPTION**

Scope of Work: The Senior Health Education Specialist will work at SAAF, in collaboration with Southwest Center for HIV/AIDS, Inc. The project serves people living with HIV/AIDS, high-risk negatives, and men who have sex with men (MSM). Project activities include but are not limited to outreach, education, HIV testing, and Pre-Exposure Prophylaxis (PrEP) navigation services. This position also provides direct support to the operation of the participant lounge and its participants. The Senior Health Education Specialist is a full-time, 40 hours/week non-exempt position that requires the ability to work very flexible hours including evenings, late nights, weekends and some holidays.

Functional Responsibilities:

- Meet with participants one-on-one to provide individual education, support, and referral services to reduce the risk and harm of HIV infection and/or transmission.
- Provide coverage of the participant lounge/center and coordinate daily activities for participants.
- Meet with participants one-on-one to conduct 5 individual sessions of CLEAR (Choosing Life: Empowerment, Actions, Results) intended to reduce the risk and harm of HIV infection and/or transmission.
- Conduct educational presentations in the community to increase knowledge of HIV/AIDS, substance use, harm reduction, biomedical interventions (PrEP), and program activities.
- Keeps in regular communication with service site to schedule outreach, education, and testing services.
- Provides HIV rapid testing (finger-stick) and referral services.
- Provides HIV confirmatory testing (venipuncture), referral services, and linkage to care. (SAAF will provide Phlebotomy training if needed).
- Responsible for completing and gathering accurate documentation of all activities and events using proper forms, files, and databases.
- Works with Prevention Quality Assurance and Testing Coordinator at SAAF to monitor accuracy and completeness of data entry.
- Coordinate with other program and collaborating agency staff, case managers and peer counselors to provide coordinated services including linkage to care and partner services, referrals for biomedical interventions (PrEP) and other social services.
- Coordinate program recruitment and dissemination of HIV/AIDS prevention and gay/bi men's health information through distribution of literature, safer sex kits and program brochures during community outreach events, including bar outreach.
- Network with community social service providers for project referrals.
- Conduct referral follow-up activities and maintain paperwork including program files, forms and databases.
- Assists Program Manager with timely and accurate documentation of program activities and

reporting requirements.

- Attend project and agency meetings as deemed appropriate.
- Work as a team member of the Prevention Services Department and agency.
- Attend specialized skill-building trainings.
- Perform other duties as assigned.
- Report to the Program Manager.

Minimum Qualifications:

- Bachelor's degree in social services or health-related field or 2 years' work experience in sexual health, HIV/AIDS prevention, substance abuse prevention, risk reduction/harm reduction techniques and/or other health-related issues.
- 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.
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Must be comfortable in a variety of community settings (including gay bars & rural communities).
- 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:

- Experience working with target populations
- Computer literate, especially familiarity with Microsoft Office software
- Bilingual (English/Spanish)

Compensation: Minimum salary \$15.64/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 the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, email to hr@saaf.org or visit www.saaf.org. Open until filled.

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: As soon as possible.