

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

**Scope of Work:** The Health Education Specialist is responsible for day-to-day organization and implementation of the Youth Empowerment and L.G.T.B.Q. Leadership (Y.E.L.L.) Coalition, and HIV Youth Peer Education (HYPE) program activities. This position will provide comprehensive alcohol and prescription drug prevention and education to prevent or reduce substance use among 13 – 24 year old youth and young adults, including youth of color, Lesbian, Gay, Bisexual, Transgender and Queer/Questioning (LGBTQ) youth, and straight allied youth. HYPE is a broad based prevention and peer education program designed to support youth in learning skills that help reduce risky behaviors and provide education about HIV/AIDS, STIs, and sexual health to their peers. The Health Education Specialist is a part-time, .75 FTE, 30 hrs. /wk., non-exempt position and requires the ability to work very flexible hours including some evenings, late nights, weekends and holidays.

**Functional Responsibilities:**

- Recruit members of the target populations for project activities.
- Recruit potential coalition members from the 12 required sectors.
- Attend, facilitate and assist in the coordination of Y.E.L.L. Coalition / HYPE classes, activities, and events with youth and coalition members.
- Deliver Y.E.L.L. curriculum to youth in charter schools, coalition members, youth serving organizations, and other locations frequented by LGBT youth and their allies.
- Assist with arranging and facilitating appropriate trainings and meetings with collaborators, volunteers, and community members.
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- Collect and maintain accurate documentation of all activities and events using proper forms, files, and databases and assist in writing program highlights and report writing as needed.
- Provide HIV, Hepatitis B & C rapid and/or confirmatory testing using rapid testing technologies.
- Keep current on HIV/AIDS, marijuana and alcohol substance use, and other youth health-related issues.
- Work as a team member within the program, department, agency, and Y.E.L.L. Coalition.
- Participate in other programs and agency events and attends program and agency meetings, trainings, and coalition meetings as deemed appropriate/ necessary.
- Perform other duties as assigned.
- Reports to the Program Coordinator.

**Minimum Qualifications:**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Ability to work effectively with LGBTQ youth, youth of color, youth and their families and “at-risk” youth.

- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- 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 social services or health-related field or 1 year of work experience in HIV/AIDS, prescription drug and alcohol substance use prevention, and other youth health-related issues.
- Previous work experience with youth and/ or previous experience with group facilitation and curriculum delivery.
- Knowledge of STI, HIV/AIDS, prescription drug and alcohol substance use prevention and substance abuse treatment services.
- Proficiency with Microsoft Office Software.
- Bilingual/bicultural (English/Spanish).

**Compensation:** Starting rate \$14.44/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, or email to [hr@saaf.org](mailto:hr@saaf.org), or visit [www.saaf.org](http://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.