Overview
The Health Education Specialist is an essential part of the Black AIDS Institute's Programs team, working primarily with the Prevention and Care Team (PACT), which implements all direct service programming at the Institute including HIV testing, treatment, and care efforts of the agency. The primary role of the Health Education Specialist will be to support the implementation of BTAN (Black Treatment Advocates Network) Los Angeles, a CDC 15-1502-funded program driven by peers to maximize Black Angelinos participation in HIV and other health-related prevention, testing, and treatment services with specific focus on Black MSM through both administrative and outreach functions.

Job Location: Los Angeles, CA
Reporting Relationship: Program Manager (Prevention and Care Lead)
Supervisory Relationship: None

Supervision/Training:
- Weekly one-on-one meetings with supervisor
- Weekly team meetings
- Weekly maintenance of a work plan which details project goals and outcomes
- Participation in agency training programs
- HIV Testing and Counseling Certification

Agency-wide Duties and Responsibilities:
- Supports the mission, vision, and values of the Black AIDS Institute
- Complies willingly with all organizational policies and procedures
- Supports all functions that attain and maintain accreditation and compliance with regulatory agencies
- Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Maintenance of confidential information
- Communicates in a timely and effective manner
- Participates in appropriate professional development programs to attain and maintain competency
- Has reliable transportation and a valid driver’s license (required)

Position Specific Duties/Responsibilities:
General
- This position requires some weekend, evening, and holiday hours
- Other duties as assigned

Testing
• Conduct HIV testing and counseling with cultural humility

Admin
• Greet clients and perform reception duties according to front desk schedule
• Data entry
• Preparation of monthly reports/general reporting to CDC and LA County
• Support the Linkage-to-Care Coordinator in providing linkage for target population including:
  o Document maintenance and filing
  o Data quality assurance
• Support monitoring and evaluation efforts

Outreach
• Support the Outreach Coordinator in the scheduling and conducting of HIV outreach activities including:
  o Street outreach/engagement
  o Tabling at community events
  o Social events including club nights and parties
  o Online and social media
  o Collaboration with other prevention programs within Los Angeles County
• Support the implementation of Mpowerment and POL

Professional Qualifications:
• At least four years of community organizing in health disparities, LGBTQ-issues, HIV/AIDS-related community issues, or an equivalent combination of education and experience
• High-level proficiency in Windows and Microsoft Office applications (Word, Outlook, PowerPoint and Excel)
• Excellent oral, written, interpersonal communication, public speaking and presentation skills
• Demonstrated understanding of the structural and cultural issues related to HIV/AIDS prevention among African American gay/bisexual men and African American women
• Ability to exercise discretion and tact in all interpersonal contacts and maintain confidentiality at all times
• Ability to work effectively with men and women of diverse ethnicities, ages, and sexual orientations
• Ability to manage multiple tasks
• Ability to work in a fast-paced environment
• Willingness to perform other duties as assigned

Physical and Sensory Requirements:
• Ability to read, write, and converse in English
• Ability to communicate efficiently with staff, stakeholders, and vendors
• Ability to remain calm and composed under stress
• Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and/or prolonged sitting/standing
• Ability to respond to telephones and other auditory stimulation
• Ability to organize
• Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements)
• Ability to evaluate/interpret information and make independent judgments/decisions

How to Apply:

To apply, submit a cover letter, resume, and salary history to humanresources@blackaids.org. Email subject line should read “Health Education Specialist.” Incomplete submissions will not be considered. No phone calls please.

About the Black AIDS Institute
The Black AIDS Institute is the only national HIV/AIDS think tank in the United States focused exclusively on Black people. The Institute's mission is to stop the AIDS pandemic in Black communities by engaging and mobilizing institutions and individuals in efforts to confront HIV. The Institute interprets public and private sector HIV/AIDS policies, conducts trainings, offers technical assistance, disseminates information and provides advocacy and mobilization from a uniquely and unapologetically Black point of view.

The Black AIDS Institute is an Equal Opportunity Employer.

For more information about the Black AIDS Institute visit www.blackaids.org.