JOB ANNOUNCEMENT

POSITION: Outreach Coordinator

FILING DEADLINE: Applications with resumes are being accepted until the position is filled. Applications and detailed job descriptions may be obtained at the above address.

DESCRIPTION OF DUTIES: Through a variety of outreach activities, responsible for the development, implementation, coordination and evaluation of a Ryan White Part A outreach program for women, children and families (WCF) who are living with HIV. Responsible for identifying WCF who are aware of their status but who are not in care, ensuring that WCF currently out of care are linked to primary care and other needed services. Responsible for removing or reducing barriers to increase awareness of HIV/AIDS services for WCF. Responsible for providing individual and group outreach for Christie’s Place. Work in coordination with the LTC Coordinator in developing and distributing culturally competent, linguistically and developmentally appropriate outreach materials.

Complete Partner Services (PS) training through the County of San Diego HIV, STD Hepatitis Branch (HSHB); offer PS to HIV positive individuals and counseling on partner disclosure. Assess sexual and needle-sharing partner notification needs and referral options and discuss voluntary partner notification with each client identified as HIV positive as part of routine service provision. In the case of third-party notification request, elicit partner information and pass that information on for notification to Public Health Advisors.

Responsible for conducting informal assessments of client’s need for primary care/treatment and/or supportive services, early intervention/diagnosis information, peer based counseling, information based and hand-in-hand assistance in accessing appropriate services. Responsible for interviewing and intake of program participants, answering and screening telephone calls, responding to inquiries for service, preparing program materials and correspondence as required. Provide guidance to volunteer staff.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

POSITION REQUIREMENTS: Bachelor’s degree or an equivalent combination of education and experience
to successfully perform the duties essential to the position. Demonstrated experience in communicating effectively and interacting with clients and staff with diverse social, cultural and economic backgrounds. Excellent communication, public speaking and presentation skills with the ability to educate the clients, staff and community. Knowledge of health belief model, social learning theory and stages of change theories and their application in health promotion programs. Must be able to work independently, set priorities, organize and complete multiple tasks and projects efficiently. Demonstrated experience communicating and working effectively with a multidisciplinary team. Demonstrated experience using computer software to collect data and to prepare and design professional written health information to include flyers, brochures, overheads, and slides. Demonstrated experience using a personal computer including Microsoft Word, PowerPoint, Publisher, Excel and Access. Ability to effectively facilitate meetings and assist groups to reach goals and objectives. Ability to initiate, develop and maintain effective linkages and partnership with community based agencies. Ability to facilitate client skills development. Ability to work well with people and possess strong customer service skills. Must be well organized and detail oriented. Strong interpersonal and communication skills, in person and on the telephone, including tact, diplomacy, and flexibility are required. Ability to speak and write Spanish fluently.

Employee must be comfortable and experienced in discussing sexual orientation, sexual behaviors, needle use, and other risk behaviors with individuals and small groups; will be familiar with the characteristics of the target population, including knowledge of and access to places where staff is likely to encounter members of the target population in settings conducive to dialogue and intervention; and will maintain the established relationship with the target population in order to maintain our agencies’ established trust and credibility in the community.

Employee must demonstrate ability to work effectively with others (including co-workers, clients, service providers and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; and addressing the diversity of our work force in actions, words and deeds. Employee must demonstrate regular and consistent attendance and punctuality.

As this position may require occasional driving duties, employees must possess a valid Drivers License. Employees must provide a recent DMV H-6
printout to be kept on file and will be included on a regular DMV Pull Notice system for routine review of driving records.

**PREFERRED REQUIREMENTS:** Knowledge of HIV infection related social and emotional issues, demonstrated competency in working with culturally diverse, low income or no income clients and special populations. Three to five years related experience working with the HIV/AIDS community. Knowledge of health education and HIV community resources. Knowledge of HIV related social and emotional issues. Experience in assisting clients in social services and health care access, as well as knowledge and experience in providing HIV/AIDS education and information. Ability to read medical records, abstract data, analyze materials and offer recommendations to improve program services.

**HOURS:** Non-exempt, 40 hours per week position.

**COMPENSATION:** Commensurate with experience and education.

**BENEFITS:** Health/vision/dental insurance, vacation, sick leave and 14 paid holiday days

**FILING APPLICATIONS:** Applicants must clearly demonstrate that they meet the minimum requirements. Applications must be filled out completely, legibly and may be submitted along with resumes in person, by email, postal mail or fax. Applicants whose resume and experience best meet the position requirements will be contacted for an interview. All statements will be subject to verification and investigation.

**CONTACT PERSON:** Shannon Hansen, MSW
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Any provisions contained in this job announcement may be modified or revoked without notice.