



## **JOB DESCRIPTION**

**Job Title:** Prevention Outreach Specialist

**Accountable to:** Director of Programs

**Summary:** The Outreach Specialist will be responsible for conducting community outreach and recruitment, program promotion,

### **Essential Duties & Responsibilities:**

1. Conduct outreach to the focus population in the venues, neighborhoods, or areas where potential participants may congregate, including social media platforms.
2. Provide confidential assessment to determine HIV prevention needs of the clients, regardless of whether test results are positive or negative; this includes the planning and referral of prevention service.
3. Assist in the facilitation of education both in-person and virtually.
4. Maintains an accurate and current resource and referral source guide.
5. Provide services that are specific, sensitive, and culturally relevant to the LGBT population and communities of color.
6. Demonstrates knowledge of referral sources, admission criteria and eligibility and all steps necessary to connect clients to treatment and other services
7. create marketing materials to increase public health education and risk reduction knowledge for priority population.
8. Conduct presentations and lectures in community group settings to increase awareness, build general support for healthy behaviors and provide general information about programs and available services.
9. Submit weekly and monthly program progress reports of program activities
10. Provide HIV testing and STD screening on-site and through outreach into the community, including local bars/clubs and other community settings where the target population socializes and/or congregates as needed.
11. Provide health education and risk reduction strategies to clients including topics such as retention in care, adherence to treatment and/or medications, STIs, viral hepatitis, substance use, etc.
12. 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 focus population; and will maintain the established relationship with the focus population in order to maintain our agencies' established trust and credibility in the community

13. Participate in daily office opening and closing procedures to help ensure facilities are clean, safe and welcoming.
14. **All other duties as assigned.**

### **Company Values to Adhere To**

1. We honor and respect every person we encounter as a valued member of the human family whose gifts and rights are protected and respected.
2. We support and champion individual and organizational growth, accountability, creativity, teamwork, and commitment to quality, and the best standard of care.
3. We promote and advocate for full integration of our client's physical and mental health with their needs as an active member of a vibrant and just community.
4. We collaborate with others to develop systems, organizations, and programs that address the needs of and empower all members of our community with a preference for the most vulnerable and disadvantaged.

### **Qualifications:**

1. Successful experience working with ethnic, racial, economic and sexually diverse populations
2. Background and/or willingness to work with men who have sex with men
3. Willingness to work non-traditional hours.
4. Have knowledge and sensitivity about the needs / issues of various subpopulations such as people of color and the LGBT community
5. Must be able to work independently as well as in a team environment.
6. Must demonstrate sound judgment, initiative and discretionary abilities.
7. Possess reliable transportation, a valid Michigan driver's license and maintain the minimum Michigan vehicle insurance requirements.

**Education:** Equivalent appropriate life/professional experience.

**Language Ability:** Must have the ability to read and interpret any and all official correspondence, reports and documents.

**Reasoning Ability:** Must have the ability to apply common sense to carry out instructions.

**Computer Skills:** Must have working knowledge of MS Word, MS Publisher MS Outlook and MS PowerPoint.

**Supervisory Responsibilities:** None

**Certificates & Licenses:** HIV Counseling and Testing Certification provided by the Michigan Department of Health and Human Services. Must pass all three modules with-in six months of date of hire.

**Work Environment:** The work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands:** The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of the job. This job requires little heavy lifting or other physically demanding activities. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions. We encourage all identities and abilities to apply.

**Salary** for this position is \$35,000 annually

**Send Resume to Teresa Springer**

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No Phone Calls Please