



Job Description ~ Position Available:
AIDS Alabama South
Community Outreach Specialist

Reports to	Director of Prevention, Director of Clinical Services
Benefits	Zero cost for single/individual BCBS Medical, Life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA), Dental, Vision, Retirement with 50% match; Generous Paid Time Off & Extended Leave, Fifteen recognized Holidays, and more.
Hourly Rate Range	\$16.00 per hour (limited experience) -- \$18.90 per hour (significant experience),
Minimum Requirements	High school diploma (or equivalent); One year professional or volunteer experience working in non-profit, public health, education, social work or related field; Strong computer skills with proficiency in Microsoft Office; Ability to manage multiple responsibilities within limited time constraints; Knowledge of client confidentiality policies and client rights per HIPAA; A willingness to work with and in rural/remote populations and groups across the rural counties served by AIDS Alabama South who have been diagnosed with HIV and are out of care or at risk for HIV; Reliable transportation, valid driver's license, good driving record, automobile insurance; and proof of COVID-19 vaccination(s); Must successfully complete pre-employment process.
Preferred Qualifications	Bachelor's degree; Medical or healthcare background; Bilingual.
Overall Mission	The Community Outreach Specialist will successfully identify and recruit businesses, organizations, and individuals throughout the rural communities of Southwest Alabama as partner locations to set up our clinical RV on a rotating basis to provide HIV outreach services which include HIV treatment, testing, counseling, and other prevention or care techniques.

Areas of Responsibility

1. Present stigma- and shame-free educational information HIV education prevention curricula to individuals and community organizations in targeted locations.
2. Administer HIV, STI, and Hep-C testing and provides results at community or outreach events, and as needed at the office.
3. Provides educational information and materials (condoms, brochures, and kits).
4. Determine testing and event locations for clinical outreach in targeted locations.
5. Coordinate and implement majority of outreach and educational events within the rural areas in Baldwin, Conecuh, Choctaw, Clarke, Dallas, Monroe, Marengo, and Wilcox counties. Also, minority members living with HIV congregate to get them connected to care.
6. Meet with Prevention Department on biweekly or monthly basis to ensure cohesive operation of all department programs.
7. Meet with the Director of Prevention regularly to ensure that all program deliverables and clinical standards are met.
8. Maintain a monthly schedule of outreach and educational events utilizing Outlook for Email and Calendar.
9. Assist with SHELL Health related clinical activities including day, evening, and some nights and weekend clinics.
10. Maintain connections and regularly collaborates with other organizations.
11. Complete required monthly reports and documentation for outreach activities.
12. Stays abreast of changes in the field of HIV/AIDS/STI research and treatment.
13. Utilizes agency's Clinical RV for outreach events including packing materials, cleanliness, and scheduling maintenance as needed.
14. Act as primary driver for Clinical RV for Clinical outreach activities.
15. Occasionally partner with/assist other staff as needed.

16. Assist patients with completing required registration for clinic or testing; and enter paperwork into the appropriate software system.
17. Conduct sexual health risk assessment with prospective patients; assess level of risk and appropriateness for PrEP, and refer to SHELL Health as appropriate.
18. Provide navigation services for PrEP.
19. Provide linkage to additional supportive services for HIV negative patients on PrEP/nPEP treatment.
20. Identify and mitigate patient barriers to access and retention in HIV prevention treatment.
21. Assess client's health insurance status, assist clients with insurance enrollment and patient assistance enrollments as needed to ensure access to healthcare and medication treatment.
22. Attend and complete trainings and certifications.
23. All other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and may occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency's mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee's signature

Date

Human Resources signature

Date