

## Job Description ~ Open Position

### *Prevention Outreach Lead*

Reports to	EHE Coordinator
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$37,200 (limited experience) - \$43,200 (significant experience), annually.
Minimum Requirements	High school diploma (or GED); Post-secondary degree or five years' applicable experience; Proficient with all methods of communication; 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; Reporting experience; Ability to coordinate multiple responsibilities within limited time constraints; Knowledge of client confidentiality policies and client rights per HIPAA; Reliable transportation, valid Alabama driver's license, acceptable auto insurance limits; Proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Post-secondary degree; Two years' supervisory experience.
Overall Mission	The Prevention Outreach Lead will oversee the Prevention Outreach team's efforts, events, and activities, as well as assist Clinic Coordinator.

#### Areas of Responsibility

1. Oversee Outreach team's tasks.
2. Liaison between Prevention Coordinator and Outreach team.
3. Oversee women's individual and support group sessions.
4. Assist with organizing in-house outreach events.
5. Conduct monthly outreach reporting for both outreach data and women's support group participation.
6. Assist with the growth of community engagement and establish community partners for outreach and volunteer opportunities.
7. Create innovative ways to reach the community and grow the Prevention Department.
8. Lead sexual health education classes with our community partners and internal staff.
9. Schedule and oversee in-house operations for both Prevention and Clinic.
10. Adhere to all Prevention Department Policies, Procedures, and Guidelines.
11. Other duties as assigned.

#### Work Environment

1. Schedule: Work hours are full time and may include nights and/or weekends; varies based on the needs of the agency and communities.
2. Physical Requirements: May lift up to 75lb occasionally; long periods of standing, stooping, bending, and sitting; must be able to climb stairs, read documents and respond to all written communication, hear and understand the English language.
3. Culture: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STIs) as well as impaired cognitive behaviors.

#### Overall Expectation

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature,

professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that 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 in which 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.**

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Employee's signature

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Date

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Human Resources signature

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Date