



Latin American Community Center Job Description

Position Title: HIV Early Intervention Specialist

Department: Prevention and Advocacy

Classification: Exempt

Supervisor: Director of Prevention and Advocacy

Salary Range: Open

Status: Permanent/FT

Summary of Position:

To provide Counseling, Testing, and Referrals on HIV as well as to educate the community on the dangers and prevention methods of sexually transmitted diseases. To maximize the impact of prevention efforts for individuals at risk for HIV infection for adults at least 13 years of age, and with an emphasis on Latinxs, gay and bisexual men, injection drug users, transgender women, men, and youth.

Minimum Qualifications:

- Bachelor's degree in Human Service or related field and minimum of one-year experience in related field, or an Associate's Degree in Human Services, plus two years' experience in human services or related field.

Special Skills and Abilities:

- Bilingual/Bicultural (Spanish/English)
- Knowledge of HIV/AIDS
- Skills and abilities in program planning and development
- Good oral and communication skills
- Assertiveness
- Organizational skills
- Knowledge of state and community resources
- Willingness to work flexible hours when necessary
- Driver's License and own transportation

Duties and Responsibilities

Testing & Counseling

- Provide HIV counseling and testing following Delaware's Division of Public Health Counseling, Testing, and Referral (CTR) Training Protocol.
- Provide access and linkage to primary medical care, medical case management, entry into substance abuse treatment, treatment adherence, and a system for monitoring and tracking referrals.

- Provide health education and health literacy counseling that enables clients to navigate the HIV system, how to work with clinicians, how to handle problems and issues, and disease progression and managing life with HIV disease.
- Maintain accurate and updated records of the testing services rendered.
- Maintain accurate and updated records of lab quality control and quality assurance.
- Prepare and submit reports as required by Delaware's Division of Public Health and the Center for Disease Control and Prevention's EvaluationWeb.

Information Dissemination & Media Campaign

- Facilitate condom distribution and other outreach initiatives in targeted zip codes.
- Conduct selective outreach activities and/or events with significant attendance (i.e., street outreach, health fairs, ethnic and community festivals, etc.)
- Introduce the program by telephone and in-person to businesses, churches, service agencies, civic groups, community leaders and community coalitions.
- Publicize prevention news and information in different media venues (social media, radio, public service announcements, television interviews, press releases including print media, etc.)
- Review of current HIV/AIDS prevention literature and research, program planning, literature selection and curriculum planning.

Prevention Education and Events

- Provide educational sessions to targeted populations, (i.e., domestic violence support groups, youth groups, LGBTQ+ groups, etc.)
- Review and research current HIV Awareness Days.
- Organize activities around HIV Awareness Days (National HIV Testing Day, National Latino AIDS Day, World AIDS Day, etc.).

Partnerships & Administration

- Collaborate with other community organizations to strengthen partnerships.
- Collaborate with other agency programs in the efforts for outreach and education.
- Maintain accurate and updated records of outreach rendered and activities implemented.
- Attend trainings as required by the Delaware Division of Public Health.
- Attend and become a voting member of the Delaware HIV Planning Council.
- Attend department meetings with the Prevention & Advocacy team.
- Work on other initiatives as directed by the Director of Prevention & Advocacy.
- All other related duties as required.

