



The AMAAD Institute
Arming Minorities Against Addiction & Disease

Job Posting

Position: Outreach Coordinator & Health Educator

Status: 100% Full-Time, Regular

Probation: 180 Days

Division: Health & Wellness

Salary: D.O.E.

Benefits: Employer Paid

The AMAAD (*Arming Minorities Against Addiction & Disease*) Institute is seeking to hire an **Outreach Coordinator & Health Educator**. Under the direction of the Manager of Health & Wellness will work as a part of a team to provide risk reduction and HIV testing and counseling to high-risk negative individuals. In addition, the HIV Linkage & PrEP Navigator will assist with linking HIV-positive individuals to primary care as well as educating and navigating individuals to PrEP and other support services at AMAAD. The **Outreach Coordinator & Health Educator** must be culturally competent with an understanding of the community norms of our priority population as well as of AMAAD's overall organizational approach. This position is ideal for candidates who have strong recruitment and organization skills with the ability to minimize barriers to services.

Responsibilities:

- Promoting HIV prevention interventions and testing services for high-risk negative individuals.
- Provide trauma informed care to all individuals and primary care for HIV-positive individuals.
- Offer PrEP education and navigation to high-risk negative and sero-discordant individuals.
- Assist Health and Wellness Manager with data entry and report development with attention to detail.
- Coordinate outreach endeavors to promote access to services.
- Work with AMAAD staff to eliminate barriers to HIV/STI and PrEP while implementing the warm handoff process.
- Participates in staff development meetings, trainings and conferences that increase knowledge for the priority population.
- Refers clients to appropriate community resources and eliminates barriers to maximize individual care experience.
- Provides accurate quality written documentation.
- Utilizes a computer to send and receive work-related electronic mail, and access and maintain electronic records and files. Other duties as assigned.

Qualifications:

- High School diploma or GED; college degree desired not required
- Certificate of Completion for Los Angeles County HIV Basic One Training with additional PrEP, education, training or certifications in sexual health or STD prevention services
- Interest in Counseling, Social Work, Human Services or related field a plus.
- Ability to establish and maintain effective working relationships with clients and staff of all levels
- Excellent speaking and writing abilities
- Knowledge for use of computer systems such as Microsoft Office (Word, Excel, PowerPoint)
- Valid California driver's license and current automobile insurance

Attributes:

- Guided by a clear set of Core Values and Behaviors - Humble, Hungry, Mission Driven and People Smart, you will join an impressive group of individuals and contribute your diverse set of experiences, skills and characteristics to the organization
- Accepts guidance and responds well to feedback
- Displays maturity, good judgment, enthusiasm and personal motivation
- Strong interpersonal skills including the ability to anticipate workload and effectively cultivate and leverage relationships with colleagues to meet deadlines
- Collaborative entrepreneurial spirit, ability to multi-task and prioritize concurrent projects and day-to-day tasks within a high production and fast-paced environment.

Submit Cover Letter and Resume to: jobs@amaad.org