



## **JOB DESCRIPTION**

**Job Title:** HIV Prevention Specialist

**FLSA Status:** Exempt

**Accountable to:** Manager of Prevention Services

**Summary:** The HIV Prevention Specialist is responsible providing HIV prevention education to people living with HIV and people at a high risk of acquiring or transmitting HIV. The HIV Prevention Specialist position specializes in providing HIV prevention education to gay/bisexual men living with HIV/AIDS and their sexual partners as well as high risk heterosexual females.

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

1. Provide specialized HIV prevention education to HIV positive individuals, including individualized sessions and educational workshops.
2. Conduct scientific based prevention education sessions with HIV positive individuals, and individuals at high-risk for HIV infection, including individual sessions, workshops, and social marketing activities for on-going recruitment.
3. Coordinate and implement all program activities as per scope of work and timeline.
4. Prepare and develop all program curriculums, materials, fliers, and all other printed materials required by the program or based on client's needs.
5. Coordinate with Wellness program staff and Manager of Prevention Services for health education and materials approval.
6. Link newly diagnosed individuals to care services, including case management and doctor appointments, as well as helping with access to health insurance.
7. Conduct process and outcome evaluation activities.
8. Collect data, conduct data entry and prepare monthly program statistics.
9. Prepare draft progress and final reports for programs and activities.

10. Develop relationships with the community in order to gain access to HIV positive individuals and individuals at risk for HIV infection.
11. Represent the program at community meetings, and represent Wellness at committee meetings.
12. Attend specialized training specific to HIV prevention program design and implementation, and behavior change theory application.
13. Attend medical updates conferences and other program related trainings.

**14. All other duties as assigned.**

**Competency:** To perform the job successfully, the Prevention Specialist must demonstrate the following competencies;

1. Excellent written and communication skills
2. Ability to coordinate multiple assignments
3. Ability to determine priorities
4. Proficiency in English grammar and composition
5. Strong interpersonal skills and professional attitude
6. Ability to represent Wellness in a professional manner at all times

**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. Must possess reliable transportation, a valid Michigan driver's license and maintain the minimum Michigan vehicle insurance requirements.

**Education:** Requires Associates degree or equivalent appropriate life/professional experience.

**Language Ability:** Must have the ability to read and interpret any and all official correspondence, reports and documents. ***Ability to effectively communicate in Spanish is strongly preferred.***

**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 Community Health. Must pass all three modules with-in two 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 may be made to enable individuals with disabilities to perform the essential functions.

**Pay & Benefits:** \$10 per hour with a maximum of 20 hours per week.

Please send your resume & cover letter via fax, mail or email with attention to Stevi Atkins or Teresa Springer:

Wellness AIDS Services, Inc.  
311 E. Court St  
Flint, MI 48502  
Fax: 810.232.2418  
[tspringer@wellnessaids.org](mailto:tspringer@wellnessaids.org)