



Job Description ~ Position Available:
AIDS Alabama South
Rural & Minority Outreach Specialist

Reports to	Director of Prevention
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), annually.
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 successfully recruit minority and those living 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; 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 Rural & Minority Outreach Specialist will successfully identify and recruit high risk individuals within the rural communities of Southwest Alabama to receive HIV outreach services which include HIV testing, counseling, and other prevention techniques.

Areas of Responsibility

1. Present stigma- and shame-free educational information HIV education prevention curricula to schools and community organizations.
2. Administer HIV, STI, and Hep-C testing and provides results at community events, and as needed at the office.
3. Provides educational information and materials (condoms, brochures, and kits).
4. Determine testing and event 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 the Director of Prevention regularly to ensure that all program deliverables are met.
7. Maintain a monthly schedule of outreach and educational events utilizing Outlook for Email and Calendar.
8. Assist with SHELL Health related clinical activities including day, evening, and some nights and weekend clinics.
9. Maintain connections and regularly collaborates with other organizations.
10. Facilitates weekly group discussions including, but not limited to, HIV 101 Basics, risk determinants, healthy relationship structures, among others.
11. Complete required monthly reports and documentation for outreach activities.
12. Develops and maintains contact within at risk groups, uses these contacts as a conduit of information on HIV/AIDS/STI and its preventions.
13. Stays abreast of changes in the field of HIV/AIDS/STI research and treatment.
14. Utilizes agency's MTU (Mobile Testing Unit) and Clinical RV for outreach events including packing materials, cleanliness, and (occasionally) maintenance.
15. Occasionally partners/assists other staff as needed.
16. Conduct sexual health risk assessment with prospective patients; assess level of risk and appropriateness for PrEP, and refer to SHELL Health as appropriate.
17. Attend and complete trainings and certifications.

18. 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