



Position Description

DIRECTOR OF PREVENTION SERVICES

Incumbent	Open
Functional Title:	Director of Prevention Services
Supervisor	Executive Director
Department	Prevention
Location	Mobile, Alabama
Salary Range	\$60,000 to \$75,000
FLSA Designation	Exempt

Duties and Responsibilities

The primary purpose of this position is to plan, organize, develop, and direct the prevention services at AIDS Alabama South.

1. Supervise all department staff, including work allocation, training, problem resolutions, and annual performance evaluations.
2. Manage HIV and other STI testing in the main office, at community events, and within targeted communities, as needed and scheduled.
3. Oversee, coordinate, and schedule outreach activities, including outreach at local venues at least once per month and during special events, as needed.
4. Maintain a tracking system of presentations and attendance sheets to document the number of persons reached and any literature, condoms, or marketing materials distributed.
5. Participate in a continuous quality improvement (CQI) program, including use of evaluation tools.
6. Conduct pre- and post-test education, when necessary and appropriate.
7. Oversee and coordinate all day-to-day prevention activities and operations, and identify opportunities for improvement in conjunction with advice from Executive Director.
8. Track, plan, and manage departmental budget in conjunction with Executive Director, CFO, and CEO.
9. Encourage teamwork with staff across disciplines to ensure holistic care.
10. Ensure that staff are aware of educational and training opportunities and encourage participation.
11. Schedule all pharmaceutical company training events for staff and clients, as approved by Executive Director.
12. Keep up to date with trends in HIV and STI prevention and disseminate new information to staff.
13. Assist in grant writing, when requested by the Executive Director, for funding sources related to the clinic; when funding sources are discovered, present those opportunities to Executive Director for approval to submit applications.
14. Manage and ensure compliance with all funded proposals, ensure stated deliverables, objectives, and goals are met; submit all reports and other required documentation in a timely manner.
15. Present approved HIV prevention curricula to schools and community-based organizations.
16. Assure that all literature, condoms, and other prevention supplies are ordered, inventoried, and readily available to clients and the general public.
17. Coordinate prevention events with the Development Coordinator and assist with other organization-wide events.
18. Collaborate with local and state health departments, health care providers, and other community-based organizations to provide prevention services.
19. Other duties as assigned.

Knowledge, Skills, and Abilities

- Knowledge of HIV/STI testing methods and techniques
- Knowledge of HIV/STI transmission, prevention, and disease processes
- Ability to work full time, including occasional nights and weekends
- Ability to engage in limited local and statewide travel, requiring a valid driver's license, a driving record acceptable under AIDS Alabama's policies, and – when using a personal vehicle for travel – automobile insurance meeting the minimum limits established by AIDS Alabama
- Ability to review and interpret written information; prepare and respond to written communications; communicate effectively with clients, colleagues, and community partners; and exchange accurate information in person, by telephone, and through electronic communication
- Ability to communicate effectively, orally and in writing, in English
- Ability to engage in long periods of sitting, standing, or walking; frequent movement between work areas; climbing stairs; and occasional stooping, bending, reaching, or lifting and carrying materials weighing up to 35 pounds
- Ability to collaborate with clients and staff from diverse populations (e.g., people living with HIV or other STIs, individuals experiencing homelessness, LGBTQ individuals, racial and ethnic minority communities)

Minimum Qualifications

- Bachelor's degree in Public Health or related field with at least five (5) years of experience working in HIV and/or STI prevention; and
- Three (3) years of supervisory experience

AIDS Alabama South is an equal opportunity employer. We do not discriminate on the basis of actual or perceived HIV status, race, color, national origin, religion, sex, sexual orientation, gender identity, age, national origin, disability, protected veteran status, genetic information, pregnancy, or any other characteristic protected by law. Employment is contingent upon satisfactory completion of the pre-employment requirements applicable to the position. Depending on the duties of the position, these requirements may include verification of identity and authorization to work; verification of education, license, certifications, or other credentials; professional reference checks; a criminal background check; a motor vehicle record review; and other lawful, job-related screening requirements. Any disability-related inquiry or health-related screening will be conducted only after a conditional offer of employment and in accordance with applicable law. AIDS Alabama South will consider reasonable accommodations when required by law.