

# **IRIS HOUSE, INC.**

## **POSITION DESCRIPTION**

Position Title: **Health Educator**

FLSA Status: Non-exempt

Incumbent: Vacant

Department: Prevention

Reports To: Director of Testing and Outreach/CDC Program Mgr

Date: September 2022

Location: West Side Headquarters

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### **POSITION SUMMARY**

The **Health Educator** is responsible for recruitment of Network Leaders and coordination of their activities in recruiting network associates. The individual will oversee all HIV/HEPC/STI testing activities for the SAMHSA program and will conduct coaching and pre- and post-test counseling. The Health Educator will reach and test 300 individuals, including black and Latino MSMs, Transgender and high-risk youth who are HIV- or of unknown status through implementation of a Social Network Strategy (SNS) where the population lives, works and socializes, including at bars, clubs, strolls and parks, homeless shelters, internet sites and other high-risk venues. The Health Educator will document results, refer individuals to medical care for confirmatory testing and treatment and conduct follow-up to ensure maintenance in care. The Health Educator will work with the Program Manager and other staff to identify, coach and train social network strategies recruiters. The Health Educator will assist in data collection and provide feedback to the Program Manager and Evaluation Coordinator on ways to improve the effectiveness of the program and the response rate.

### **ESSENTIAL POSITION FUNCTIONS**

1. Responsible for HIV, STI, HCV testing.
2. Provide HIV, HEPC and STD prevention/risk reduction counseling, including PrEP, and appropriate referrals for medical appointments as needed.
3. Administer HIV/HEPC/STI screenings and tests, document results, disclose the test results.
4. Administer in- house confirmatory test and provide appointment for test results.
5. Escort client to medical care and treatment as needed and conduct follow-up to ensure maintenance in care.
6. Providing coaching sessions to the recruiters participating in the program and peer educators.
7. Follow-up every 30 days until the client is engaged with a primary care provider and document in client's chart.
8. Monthly reports submitted to the Program Manager.
9. Perform other duties as assigned by the Program manager or other Iris House senior staff.
10. Provide CLEAR, social networking strategy, motivational, interviewing and intervention strategies.

11. Provide guidance, support and coaching to peer educators.

12. Assist with implementation, development and dissemination of social media and program social marketing campaign.

### **OTHER POSITION FUNCTIONS**

1. Performs other related duties as assigned.

2. Demonstrates teamwork and open communication.

### **POSITION REQUIREMENTS**

**Education:** Bachelor's Degree in Human Services or related field or equivalent educational and work experience.

**Experience:** Minimum of two years of demonstrated experience with HIV outreach and/or counseling and testing experience.

**Other Requirements:** Bilingual (Spanish/English) strongly preferred. Must have knowledge of HIV/HEPC/STI counseling, testing and referral services, partner counseling and referral, testing and referrals systems. Must have knowledge of HIV/AIDS primary and secondary prevention strategies and HIV transmission. Must have knowledge of PrEP/PEP. Knowledge of federal, state and local laws and regulations related to area of entitlement, responsibility, such as HIPPA, confidentiality and privacy laws. Candidate must possess strong interpersonal and communication skills and the ability to work effectively with minimal supervision. Current Driver's License and good driving record preferred.

Some travel required for outreach activities.

### **CONTACTS**

**Internal:** Frequent contact with Iris House clients and department staff members; occasional contact with visitors.

**External:** Frequent contact with community and/or other agencies. Occasional contact with contract provider.