

# **IRIS HOUSE, INC.**

## **POSITION DESCRIPTION**

Position Title: **Health Educator**

FLSA Status: Non-exempt

Incumbent: Vacant

Department: Prevention

Reports To: Director of Outreach and Testing

Date: June 2025

Location: West Side Office

Salary: \$45,000-\$50,000

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### **POSITION SUMMARY**

The Health Educator will be responsible for the delivery of prevention interventions, workshops and related services, HIV/HEPC/STI testing and counseling, linkage to care, PrEP and PEP counseling and other related services as required by the agency and will participate in the distribution safe sex kits during program interventions and street and community outreach and related activities. The Health Educator will establish and maintain relationships and coordinating services with community partners. S/he will work the Program Manager and Director of Outreach and Testing to determine service schedule and delivery, outreach activities, and their daily schedule/activities. S/he will review data for quality assurance and ensure accuracy for data collected and input into the appropriate software system.

### **ESSENTIAL POSITION FUNCTIONS**

1. Responsible for providing HIV/AIDS interventions, workshops, education and resource information and materials to the program population of focus, Women of Color.
2. Responsible for establishing, maintaining and coordinating services to be provided in conjunction with or to community partners, including other service agencies, faith-based organizations, shelters and schools.
3. Provides referral information to individuals who require HIV/AIDS or related services.
4. Targets community-based organizations and events such as clinics to provide information about the services and programs Iris House provide for individuals living with the HIV/AIDS virus.
5. Assist in planning, developing, organizing, coordinating and evaluating the programmatic services, outreach and curriculums.
6. Responsible for collecting and analyzing data for the purpose of researching, designing, and presenting preventative health care programs.
7. Schedule introductory meetings for new sites as well as conduct outreach for recruitment and keeps their supervisor informed about the effectiveness of the outreach endeavors and the needs of the community.
8. Assist with data collection and management and work with the Program Evaluation Manager to implement quality assurance to meet program objectives and goals.
9. Performs all other duties as assigned the Director of Outreach and Testing or other senior staff.

### **OTHER POSITION FUNCTIONS**

1. Participate in outreach strategy planning meetings. Participate in agency wide events as assigned.
2. Demonstrates teamwork and open communication.
3. Performs other related duties as assigned.

## POSITION REQUIREMENTS

**Education:** Bachelor Degree in Human Services or related field or equivalent educational and work experience. Minimum of two years performing outreach activities or related experience. Knowledge and understanding of HIV prevention, treatment and care. Knowledge of federal, state and local laws and regulations related to area of entitlement, responsibility, such as HIPPA, confidentiality and privacy laws.

## CONTACTS

**Internal:** Frequent contact with Program Supervisor/Director and other staff members of Iris House.

**External:** Occasional contact with vendors and contractors.

**Other Requirements:** Excellent communication, presentation and organizational skills; ability to establish and build rapport with clients and staff. Must also possess public speaking skills and be able to work independently. **Bilingual & drivers license** preferred.

## OTHER

- This job description is not intended to be all-inclusive. The employee will also perform other reasonable related duties as assigned by the supervisor or management.
- Management reserves the right to change, assign or reassign job duties and hours as needed. This document is for management communication only and not intended to imply contract of employment.
- I have read and understand this job description. I agree to accept the responsibilities and duties as outlined.
- I understand that Iris House, Inc. is an "at-will" employer.

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Employee Signature

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Date