

IRIS HOUSE, INC.
COMMUNITY HEALTH EDUCATOR
POSITION DESCRIPTION

Position Title: Community Health Educator

Reports to: Program Manager

Position status: Non-Exempt, Full-time

Location: Union County

Salary: \$45,000-\$47,000

Date: July 2023

POSITION SUMMARY

The Community Health Educator be responsible for conduct workshops to high school age adolescents, outreach to organizations that provide services to this population in Union County. He/She will be responsible for the distribution of HIV prevention education materials and testing information, record and assist in data collection and provide feedback to the Program Managers on ways to improve the effectiveness of the program and the response rate. Additionally, the Community Health Educator will be responsible for attending network events to promote the program services.

ESSENTIAL POSITION FUNCTIONS

1. Provide community based education via the mental health/substance misuse through the Seeking Safety intervention & HIV 101 prevention workshop to high school age adolescents in Union County in English/Spanish speaking population.
2. Engage/introduce School Administrators to program services; participate in health fairs and distribute condom packages during outreach as required.
3. Cultivate relationships with community members and gatekeepers, to effect community-level behavior change, as part of the program.
4. Present Iris House programs and services to other community based organizations, such as medical and service providers and HIV care network organizations, to cultivate and maintain linkage agreements for reciprocal services and to generate referrals for Iris House HIV/AIDS services.
5. Track and record workshops and monthly engagements with potential community partners distribution amounts; keep track on condom inventory and ensure sufficient supply to meet program needs.

POSITION REQUIREMENTS

Education: Bachelor's degree or higher in Human Services, Social Work, or related field or equivalent field experience or High School degree/GED with at least one year lived experience.

Experience: Minimum of one (1) year of outreach experience working as an HIV tester with hard-to-reach populations

Other Requirements:

- Knowledge and understanding of HIV prevention, treatment and care
- Written and oral fluency of both English is preferred
- Bilingual English/Spanish **required**
- Facilitate group & individual sessions
- Record program related data in EXCEL spreadsheet
- Provide HIV/STI/HEP C testing
- Conduct client referrals & follow-up appointments
- Excellent communication skills; must be proficient in the use of personal computers
- Ability to travel independently in and knowledge of both Union and Essex Counties, New Jersey
- **MUST** have a valid New Jersey drivers license
- **MUST** be available to work after 5pm and on week-ends as needed
- Performs other related duties as assigned

Qualified Candidates please respond via email with a cover letter and resume to:
Audria Russell, Program Manager, at arussell@irishouse.org