

**IRIS HOUSE, INC.**  
**POSITION DESCRIPTION**

<b>Position Title:</b>	<b>Lead Navigator</b>	<b>FLSA Status:</b>	Exempt
<b>Incumbent:</b>	N/A	<b>Department:</b>	SAMHA/YOU!
<b>Reports To:</b>	Program Manager, You!	<b>Date:</b>	July 2020
<b>Location:</b>	West Side Headquarters		

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**POSITION SUMMARY**

The Lead Navigator is primarily responsible for providing intervention and educational workshops to clients. The Lead Navigator will report to the Program Manager. She/He/They will facilitate the social-skills training Seeking Safety intervention in helping at reducing substance misuse, risk sexual behavior and enhance awareness of HIV risk reduction strategies such as abstaining from sex, using condoms, increasing access and awareness to HIV, SCV and STI testing, etc.

**ESSENTIAL POSITION FUNCTIONS**

1. Facilitate Seeking Safety behavioral intervention and educational workshops.
2. Conduct individual required client interviews and testing for HIV, STI and HCV.
3. Develop recruitment strategies and work with partner agencies to recruit and screen eligible participants.
4. Lead preparatory activities for implementing the intervention including the creation of participant handbooks and printing program materials to be used in each session.
5. Schedule and conduct Seeking Safety intervention sessions and follow-up with participants to increase retention in the program.
6. Assist in public education and targeted outreach via the mobile unit and outdoor events.
7. Collect and store participant data and workshop evaluations.
8. Develop and maintain monthly reports on recruitment and retention to be submitted to supervisor.
9. Attend ongoing training on planning and implementing the intervention.
10. Contribute and manage social media forums for program promotion and recruitment.
11. Conduct HIV, STI and HCV testing on and off site, refer clients to treatment, care and supportive services when needed on and off site and maintain and manage documentation.
12. Travel to various locations to host HIV/AIDS awareness events as needed.
13. Must be willing to work a flexible schedule, including some week-ends.
14. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.

## **POSITION REQUIREMENTS**

- Education:** Bachelor's Degree in Human Services or related field or equivalent educational and work experience. Seeking Safety, HIV educational and HIV Testing preferred. Spanish Bilingual preferred.
- Experience:** At least three (3) years of related experience, including two (2) years of outreach and testing experience.
- Other Requirements:** Knowledge and understanding of substance misuse and HIV/AIDS prevention. Strong group facilitation skills; Excellent communication skills; must be proficient in the use of personal computers. Ability work some late nights and weekends. Driver's license preferred.

## **OTHER POSITION FUNCTIONS**

- Serves as a liaison between SAMSHA and Iris House.
- Prepares clear and concise reports, correspondence, follows policies, procedures, and other written materials.
- Demonstrates teamwork and open communication.
- Establishes, maintains and foster positive and effective relationships with those contracted in the course of work.

**Qualified Candidates please send cover letter and resume to Ofelia Barrios,  
Senior Director, at OBarrios@irishouse.org**