

IRIS HOUSE, INC.
POSITION DESCRIPTION

Position Title: **Sr. Health Educator – Intervention Facilitator** FLSA Status: Non-exempt

Incumbent: Vacant

Department: Prevention Services

Reports To: Ofelia Barrios, Principal Investigator

Date: October 2018

Location: West Side Headquarters, NY NY

POSITION SUMMARY

The **Sr. Health Educator - Intervention Facilitator** is responsible for coordinating with lead agency Elmcors for the CLEAR HIV prevention intervention as well as the Sin Buscar Excusas intervention. The position responsibilities include facilitating program coordination with Elmcors and any appropriate program partners, other Community Based Organizations, outreach sites, partners, etc and ensuring program integration with other agency services. She/He oversees implementing the CLEAR intervention and the Sin Buscare Excusas is responsible for production of materials, scheduling and intervention delivery, pre- and post-survey collection and coordinating follow-up. She/He will also promote and provide HIV/HEPC/STI screenings and tests and pre- and post-test counseling, including PrEP and PEP service screenings and referrals, to recruited members of the at-risk service population and other risk-screened community members at high-risk. The position holder will prepare reports and other information for the funding agency as needed and required ensuring timely reporting to SAMHSA of all required reports and outcomes.

ESSENTIAL POSITION FUNCTIONS

1. Facilitate CLEAR behavioral intervention and Sin Buscar Excusas.
2. Develop recruitment strategies and work with partner agencies to recruit and screen eligible participants for the CLEAR intervention and Sin Buscar Excusas
3. Lead preparatory activities for implementing the interventions including the creation and printing program materials to be used in the interventions.
4. Schedule and conduct intervention sessions, in coordination with lead manager Elmcors, and follow-up with participants to increase retention in the program.
5. Ensures proper data entry of all services and outcomes and works with the Program Evaluation and Quality Assurance Manager on continuous quality improvement of outreach and testing services.
6. Develop and maintain monthly reports on recruitment and retention to be submitted to supervisor.
7. Attend ongoing training on planning and implementing the intervention.
8. Provide HIV, HEPC and STD prevention/risk reduction counseling, including PrEP, and appropriate referrals for medical appointments as needed
9. Participates in creating and maintaining a workplace that values diversity and is free of racism, sexism, heterosexism and other discriminatory practices.
10. Must be able to work some weeknights and weekends as directed by the Program Manager or other agency supervisory staff.

POSITION REQUIREMENTS

- Education:** Candidate must possess at minimum Bachelor's degree plus 1 – 2 years experience in Human Services with emphasis on HIV/AIDS.
- Experience:** Candidate must have experience in facilitating groups, strong communication and public speaking skills. Experience conducting outreach and recruitment. Excellent organizational skill and planning skills. Certified and experienced CLEAR facilitator and HIV test Counselor preferred. Candidate must be able to work well with co-workers.
- Other Requirements:** Intermediate knowledge of HIV/AIDS, STI's, and safe sex methods. Candidate must pose cultural competency skill, dependable individual, creative in presenting required materials to intended audience. Strong time management skills. Bilingual English/Spanish required. Must be able to work some weekends and weeknights as directed.

CONTACTS

- Internal:** Frequent contact with Iris House clients and staff members; occasional contact with visitors.
- External:** Frequent contact with community and/or other agencies.

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 prevail. This document is for management communication only and not intended to implied 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.

Employee Signature

Date