**MAJOR RESPONSIBILITIES**

The Targeted Prevention Educator/Coordinator (TPEC) is responsible for participating in HIV community planning and leadership initiatives designed to educate both individuals at risk of contracting HIV (i.e. IDU, MSM of color, Women of Color, and Youths) and Persons Living with HIV/AIDS on HIV Prevention strategies. The TPEC develops and utilizes intervention strategies that are culturally and linguistically appropriate and designed to promote behavioral change. Work collaboratively with the HNS Coordinator and HNS Linkage Navigator to promote the comprehensive delivery of program services.

* **DETAILED RESPONSIBILITES**
  + Develop and implement an outreach plan to ensure that the program work-plan goals are met;
  + Conduct assessment of met and unmet HIV prevention needs of targeted populations to be reached and develop strategies to address and remove barriers;
  + Network with community agencies and organizations to identify program participants;
  + Conduct a wide range of community outreach, education, and general risk reduction activities tailored to identify and engage the targeted populations;
  + Conduct outreach and recruitment activities to identify and refer clients for HIV Navigation Services

( HNS );

* + Facilitate Evidence Based Interventions (EBI); ), individual, group and community level;
  + Maintain, review and regularly update on-going client records and progress notes according to agencies policy and procedures;
  + Coordinate HIV testing services with outside testing agencies;
  + Participate in health fairs, tabling and joint health activities with outside community agencies;
  + Represent the agency/program at local, state, and national meetings in order to maintain awareness of future funding sources, changes in prevention strategies, and maintenance of community relations;
  + Collect and input all client data and generate monthly reports as well as evaluation of program delivery system;
  + Input client data into required client management systems ( AIRS,Cap60 );
  + Participate in Quality Improvement activities as directed by Quality Assurance Compliance Officer;
  + Attend all required and relevant trainings;
  + Participate in monthly AIRS User Group call/webinars;
  + Participate in Agency Consumer Advisory Board Meetings;
  + Other responsibilities as directed by supervisory staff

**QUALIFICATIONS:**

* Extensive knowledge of HIV/STI’s transmission and prevention;
* Knowledge of community resources and referrals for HIV/STIs, mental health, care coordination, and appropriate client-centric referrals
* Ability to work as part of a team with co-workers and with other colleagues as necessary;
* Willing to work evenings and weekends ( flex-time provided )
* Bilingual (English/ Spanish) a plus
* Excellent verbal and written communication skills, including strong interpersonal and organizational skills;
* Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment;
* Minimum two years’ experience in HIV/STI prevention services or related field;
* Ability to follow directions (orally and in writing)

## ****Practice social distancing (6FT) as required by CDC and State Guidelines****

## ****(Hand sanitizer, masks, proper hand washing) and wear PPE when unable to properly social distance.****

* Complete Daily upstate health screening
* **Required Valid New York Driver’s License and Insured Vehicle with 100/300 Bodily Injury Liability**

**EDUCATION/TRAINING/EXPERIENCE**

Bachelor’s degree in Community Health Education or related field plus two years experience. Must have extensive knowledge of HIV/AIDS/STI’s transmission and prevention. A candidate who does not have a degree but seems exceptionally suitable will be considered if they can demonstrate additional years of relevant experience in exchange for the educational requirement. Must be knowledgeable about HIV/AIDS prevention in diverse communities including MSM of color, women of color, injection drug users, and persons who exchange sex for resources.

**CATEGORY:**

* **NON-EXEMPT**