



**LOS
ANGELES
LGBT
CENTER**

Position: Health Education Specialist II
Program: Sexual Health and Education Program
Reports To: Program Manager
Compensation: \$15.73 per hour
Status: 100%, Full-Time, Non-Exempt, Union
Schedule: Flexible
Probation: 90 days
Benefits: Medical, Dental, Vision, Life Insurance, Long-Term Disability, Employee Assistance Program, and a 403(b) retirement plan

JOB SUMMARY: Under the supervision of the Sexual Health and Education Program (SHEP) Manager, provide HIV and STD testing; triage HIV-positive patients into medical care; coordinate, schedule, and conduct outreach events to specifically target gay and bisexual men and transgender clients of color; and create and sustain working relationships with businesses and community members where outreaches will be conducted.

ESSENTIAL FUNCTIONS:

- 1) Coordinate, schedule and conduct outreach activities at locations where gay, bisexual and transgender people congregate to assess individual risk behaviors;
- 2) Develop and maintain a working relationship with community business owners where outreach, workshop and support group activities are conducted;
- 3) Provide HIV/STD counseling and testing;
- 4) Provide phlebotomy services for HIV, syphilis and hepatitis testing;
- 5) Collect and collate oral, blood, and urine specimens;
- 6) Assist in the preparation of test results;
- 7) Maintain accurate logs regarding lab tests, confirmatory results, and missing results;
- 8) Accurately enter risk assessment data using an electronic medical record;
- 9) Triage HIV positive clients to the Jeffrey Goodman Clinic and other community resources and referrals;
- 10) Contact clients who have not obtained their results;
- 11) Monitor program goals and objectives;
- 12) Assist with preparation of monthly quantitative and qualitative reports;
- 13) Participate in community/public task forces/meetings as necessary;
- 14) Collaborate with local agencies that conduct HIV risk reduction programs targeting gay and bisexual men, and transgender women at risk;
- 15) Must be able to work in a fast-paced environment;
- 16) Other duties as assigned;

JOB QUALIFICATIONS AND EXPERIENCE:

- 1) Knowledge of or experience working with the LGBTQ community and familiarity with issues of particular relevance to LGBTQ people;
- 2) A passion for the Center's work and its mission to make the world a better place for LGBTQ people;
- 3) 6-8 years of work experience in health education, psychology or related field, or equivalent education;
- 4) A minimum of 1 year of experience in outreach, community organizing and project management;
- 5) Certified in HIV Counseling and testing;
- 6) Certified in Phlebotomy or eligible for training;
- 7) Must be able to apply principles of cultural competency in working with gay/bisexual men of color and transgender individuals;
- 8) An understanding of health education principles and behavior, people of color and community resources in Los Angeles County;
- 9) Knowledge of HIV/AIDS-related issues and concerns;
- 10) Computer skills and knowledge including word processing database operations, spreadsheets and other software systems;
- 11) Must have reliable transportation, valid California driver's license and a clean DMV record (ability to obtain insurance);
- 12) Demonstrated ability to work effectively with people of diverse races, ethnicities, nationalities, sexual orientations, gender identities, gender expression, socio-economic backgrounds, religions, ages, English-speaking abilities, immigration status, and physical abilities in a multicultural environment.

E-mail cover letter and resume as an attachment to jobs@lalgbtcenter.org website: www.lalgbtcenter.org

Or submit cover letter with application/resume to:

Los Angeles LGBT Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

The Los Angeles LGBT Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.