



Position: Outreach Specialist IV
Program: Mental Health Services / Addiction Recovery Services
Department: Health & Mental Health Services
Reports to: Manager, Addiction Recovery Services
Salary: \$16.00 per hour
Status: 100%, Full-Time, Non-Exempt, Union
Probation: 90 days
Benefits: Medical, Vision, Dental, and Life Insurance; also including Long Term Disability, an Employee Assistance Program, and a 403B retirement plan

JOB SUMMARY: This position requires a strong customer service background with emphasis on team participation. Under direct supervision the Outreach Specialist will coordinate all aspects of outreach and special events for gay and bisexual men and assist in the development of appropriate substance use strategies for the Medically Assisted Treatment (MAT) Program. The Outreach Specialist must have the ability to build rapport with the following target populations: individuals experiencing homelessness, people of color, gay and bisexual men, substance users and people of varying ages. This is a full time position requiring some flexibility with scheduling and the ability to work some evenings and weekends.

ESSENTIAL FUNCTIONS:

- 1) Plan and execute outreach efforts throughout Los Angeles County including the San Fernando Valley;
- 2) Conduct outreach and interface with clients via social networking sites;
- 3) Assist in the development of outreach standards and best-practices;
- 4) Assist with volunteer trainings;
- 5) Provide linked referrals to MAT clients for appropriate services;
- 6) Assist in the promotion of all programs and outreach efforts;
- 7) Prepare monthly and quarterly reports as required by funder and program supervisors;
- 8) Assist in the recruitment of all volunteers;
- 9) Assist with Interventions Delivered to Groups (IDG);
- 10) Participate in all staff meetings;
- 11) 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) 1-2 years of experience with outreach and/or special events;
- 4) Experience with substance use population a plus. (Chemical Dependency Certification preferred);
- 5) Group facilitation and training experience;
- 6) Understanding of curriculum implementation;
- 7) Ability to follow a work plan;
- 8) Familiarity with the HIV-positive community;
- 9) Access to reliable transportation and the ability to be insured;
- 10) Availability to work some evenings and weekends;
- 11) Computer skills and knowledge including word processing, spreadsheets and database operations;
- 12) Demonstrated ability to create visually appealing outreach materials and public presence of the program;
- 13) Demonstrated ability to provide culturally competent services to people living with HIV, communities of color and homeless population;
- 14) Bilingual, a plus (English/Spanish fluency preferred);
- 15) 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 statuses, 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.