



Job Description ~ Open Position
AIDS Alabama South
RURAL & MINORITY
OUTREACH COORDINATOR

Reports to	Director of Prevention Education & Outreach
Minimum Qualifications	High school diploma (or GED equivalent); One year professional or volunteer experience working in non-profit, public health, education, social work or related field; Strong computer skills with proficiency in Microsoft Office (Outlook, Excel, Word, PowerPoint); Ability to manage multiple responsibilities within limited time constraints; Knowledge of client confidentiality policies and client rights per HIPAA; A willingness to work with and successfully recruit minority and those living in rural/remote populations and groups across the 10 rural counties served by AIDS Alabama South who have been diagnosed with HIV and are out of care; Reliable transportation, valid driver's license, automobile insurance, safe driving record; Must pass background check and drug screen.
Preferred Qualifications	Bachelor's degree; Bilingual.
Overall Mission	The Rural & Minority Outreach Coordinator will successfully identify and recruit high risk individuals within the rural communities of Southwest Alabama to receive HIV outreach services which include HIV testing and counseling to find those who are HIV+ but undiagnosed; linkage to healthcare for those diagnosed and have fallen out of care; and referral services to vulnerable populations and those identified at high risk of contracting HIV for biomedical prevention and other prevention techniques.

Areas of Responsibility

1. Administers tests and provides results;
2. Provides stigma- and shame-free educational information and materials (condoms, brochures, and kits);
3. Determine testing and event locations;;
4. Coordinates, plans, and implements events;
5. Meet with the Director of Prevention regularly to ensure that all program deliverables are met;
6. Maintain a monthly schedule of Education Department events utilizing Outlook for Email and Calendar;
7. Maintains connections and regularly collaborates with other organizations;
8. Facilitates weekly group discussions including, but not limited to, HIV 101 Basics, risk determinants, healthy relationship structures, among others;
9. Conducts outreach typically in rural areas and where minority members congregate in order to individuals who are positive in order to get them connected to care;

10. Conducts and documents outreach activities;
11. Develops and maintains contact within at risk groups, uses these contacts as a conduit of information on HIV/AIDS/STI and its preventions;
12. Stays abreast of changes in the field of HIV/AIDS/STI research and treatment;
13. Utilizes agency's MTU (Mobile Testing Unit) including packing materials, cleanliness, and (occasionally) maintenance;
14. Occasionally partners with Outreach Coordinator;
15. Assists Director of Prevention as needed;
16. Other duties as assigned.

Work Environment

1. Physical Requirements: Computer usage, telephone usage, prolonged periods of standing, stooping, bending, and sitting; and the ability to lift up to 50 pounds.
2. Will use personal vehicle for work related travel with mileage reimbursement.
3. Safety/Environmental: Exposure to multi-cultural consumers and/or family members with HIV/AIDS (or other STI's) as well as impaired cognitive behaviors.
4. Schedule: Work hours are full-time, hourly, 40 hours per week and might occasionally include nights and/or weekends.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama/AIDS Alabama South, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Human Resources/Personnel, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama/AIDS Alabama South expects staff to create a safe space in which all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama South is an equal opportunity employer.

Employee's signature

Date

Human Resources signature (or assigned designee)

Date

