



Non-Exempt
January 16, 2015

JOB ANNOUNCEMENT

Position: Sr. Community Outreach Worker-FemAALES Program

Reports to: Program Manager

Salary Range: Staring salary based on experience, qualification, and budget.
(Hourly as needed)

Position Purpose:

Under the direction of the Program Manager, the Sr. Community Outreach Worker is responsible for implementing the FemAALES Research Project for high-risk African American women in South Los Angeles.

Principal Responsibilities:

1. Provides targeted HIV/AIDS Health Education/Risk Reduction Services.
2. Conducts outreach, recruitment, and enrollment activities throughout the community.
3. Assists in the organization of FemAALES project groups.
4. Facilitates FemAALES small group prevention sessions.
5. Conducts computer assisted baseline and follow up interviews for project participants
6. Performs participant follow-up, by maintaining contact with and locating participants in the community.
7. Maintains and updates participant records
8. Attends community planning, forum and staff meetings, as scheduled.
9. Participates in JWCH trainings and advisory committee meetings, as scheduled.
10. Facilitates occasional HIV/AIDS/STDs workshops and peer trainings throughout the community, as indicated.
11. Other duties as assigned.

Requirements:

1. BS or BA degree in Public Health or a health/human service field or three (3) years equivalent experience.
2. Experience working with at-risk populations.
3. Current HIV/AIDS and STI's knowledge.
4. Effective oral and written communication skills.
5. Working knowledge of word processing (MS Word) and spreadsheet (MS Excel) programs.
6. Current California Driver License and ability to drive to program sites.
7. One-year experience providing outreach, workshops or related activities.
8. Understanding and experience implementing HIV health educational risk reduction curriculum.

Preferred:

1. Experience providing HIV/AIDS workshops, outreach or similar activities with at-risk persons for HIV.
2. Previous experience with research and data collection
3. Previous experience with group facilitation.

To apply, please fax or email resume or list of qualifications including the job code number to:

JWCH Institute, Inc.
5650 Jillson St.
Commerce, CA 90040
Attn: Human Resources Department
Job Code: 425
Fax Number (323) 215-0170
E-Mail cespinoza@jwchinstitute.org

Closing date: Open until filled.

JWCH Institute, Inc. is an Equal Opportunity Employer (EOE).