



Non-Exempt
August 14, 2009

JOB ANNOUNCEMENT

Position: Sr. Community Outreach Worker I (Promotora)

Reports to: Project Coordinator

Salary Range: Starting salary based on experience, qualification, and budget.
(100% time – 40 hours per week)

Position Purpose:

Under the direction of the Project Coordinator, the Community Health Outreach Worker/Promotora is responsible for conducting culturally- and linguistically-specific outreach to recruit and retain participants into the SPNS project, which is intended to enhance and retain quality HIV care for HIV-positive women of color in Los Angeles county, with emphasis on homeless women in Downtown Skid Row.

Principal Responsibilities:

1. Provides referral services to target population.
2. Conducts outreach, linkage to HIV treatment and coordination activities at various program sites.
3. Provides individual counseling and training and supporting education materials, as indicated.
4. Assists in program evaluation and implementation of data collection tools and collection of data, as indicated.
5. Provides client follow-up, tracking, and data entry, as indicated.
6. Assists in preparing monthly and bi-annual reports as required by HRSA.
7. Attends community and staff meetings, as scheduled.
8. Participates in JWCH trainings and advisory committee meetings, as scheduled.
9. Assists in event coordination, planning and implementation, as indicated.
10. Develops HIV marketing material for HIV positive women of color.
11. Assists in outreach and recruitment to engage HIV positive women of color (WOC) in services.
12. Other duties as assigned.

Requirements:

1. Two (2) years equivalent experience conducting outreach within Skid Row populations.
2. Experience working with HIV-positive women.
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 and from program sites.
7. Understanding and experience implementing HIV care and support programs.

Preferred:

1. Bilingual (English/Spanish) a plus.
2. Experience in related evaluation projects.
3. Experience understanding and implementing HIV care services for WOC.

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

JWCH Institute, Inc.
1910 W. Sunset Boulevard, Suite 650
Los Angeles, CA 90026
Attn: Human Resources Department
Job Code: 288
Fax Number (213) 413-3443
E-Mail hresources@jwchinstitute.org

Closing date: Open until filled.
JWCH Institute, Inc. is an Equal Opportunity Employer (EOE).