

T.H.E. HEALTH AND WELLNESS CENTERS JOB DESCRIPTION

POSITION: HIV Preventative Tester
DEPARTMENT: Fund Development, Communications and Outreach
STATUS: Full-Time, Non-Exempt

POSITION SUMMARY:

This position functions under the direction of the Wellness Coordinator at Lennox working with internal patients and the community in Lennox, Dorsey and Crenshaw High Schools.

Essential Duties and Responsibilities:

1. Provides client intake.
2. HIV pre and post test counseling.
3. Data Entry.
4. Prepares monthly reports as needed.
5. Lead group sessions as needed
6. Perform HIV Oral Rapid Testing.
7. Perform HIV education and outreach testing as assigned.
8. Ability to work weekends and evenings as needed.
9. Other duties as assigned

Requirements and Qualifications:

- High School diploma or equivalent
 - Must be Bilingual in Spanish and English
 - Ability to work with people of diverse cultural, educational, social, and economic backgrounds
 - Experience working with underserved communities in a non-profit organization.
 - Experience working with the HIV positive population with sensitivity.
 - Experience utilizing an Electronic Medical Records (EMR) system is highly desirable
 - Proficient in computer skills
 - Excellent oral and written communication skills
 - Excellent organizational skills
 - Skill in public speaking.
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