



AIDS Project Los Angeles (APLA), one of the largest non-profit AIDS service organizations in the United States, provides bilingual direct services, prevention education and leadership on HIV/AIDS-related policy and legislation.

HEALTH EDUCATION SPECIALIST, OPTIONS

DIVISION: CLIENT SERVICES

OBJECTIVE:

Coordinate a program designed to integrate the delivery of health promotion and risk reduction messages targeting people living with HIV/AIDS.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assess and identify gaps of services, information and the coordination of health education services that address the needs of people living with HIV/AIDS;
- Translate the evidenced-based intervention OPTIONS for Client Services for implementation at APLA;
- Develop program protocol, intervention manual and relevant intervention materials, including but not limited to: evaluation tools, intake and assessment tools.
- Train Client Services staff in the delivery of the OPTIONS intervention;
- Develop an evaluation plan and evaluate the success of program activities;
- Develop educational materials designed to promote risk reduction and general health and wellness for clients accessing services at APLA;
- Meet individually with clients who require assistance with developing individual risk reduction plans;
- Facilitate group level workshops and presentations;
- Complete monthly reports;
- Attend regularly scheduled staff meetings to review and evaluate program services, and make recommendations;
- Attend LA County meetings, task forces and relevant meetings that address the delivery of HIV/AIDS services in Los Angeles County;



OTHER DUTIES ASSIGNED TO MEET PROGRAM GOALS AND OBJECTIVES

REQUIREMENTS:

Training and Experience:

Masters in Public Health from an accredited university (preferred), or a bachelor's degree in health science or a related field of study; minimum of two years experience coordinating and evaluating health education activities; in particular, HIV prevention, and experience with web-based technologies..

Knowledge of:

Microsoft Office (Word, Excel, and Power Point) required. Working knowledge of qualitative and quantitative data collection and analysis; health education principles and behavior change theories and frameworks; instructional design principles; health and social concerns of diverse populations, community resources in Los Angeles County, and HIV/AIDS related issues preferred.

Ability to:

Conduct and evaluate needs assessments and educational/training programs to assess program outcomes; present training materials to culturally diverse audiences; work effectively and professionally with volunteers, paid staff, and professionals from a variety of disciplines; work independently with minimal direction; meet frequent deadlines in a rapidly changing environment; monitor efficacy of training programs; respond with sensitivity to diverse groups, and to the issues and concerns surrounding HIV/AIDS; use Excel or other spreadsheet application; use Power Point or other presentation application; write evaluation reports in Windows for PC environment; report and orally present data in appropriate venues; maintain client confidentiality.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

This position requires work in the community as well as office work that requires occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. Some driving (or other form of transportation) is also required. The position requires daily use of a personal computer and requires entering, viewing, and revising text and graphics on the computer terminal and on paper. Some weekend and weeknight hours required to complete program activities. Some domestic travel may be required.

SPECIAL REQUIREMENTS:

Must possess a valid California driver's license; proof of auto liability insurance; and have the use of personal vehicle for work-related purposes.

To apply, send resumes to:

**AIDS Project Los Angeles
Attn: Human Resources
611 S. Kingsley Dr.**



Los Angeles, CA 90005

Fax: (213) 201-1595

Email: jobs@apla.org

An EEO Employer.