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**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.**

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## **HEALTH EDUCATION SPECIALIST, TOBACCO CONTROL**

### **DIVISION: CLIENT SERVICES**

#### **OBJECTIVE:**

Coordinate a program designed to promote the availability of cessation services and integrate tobacco education into existing HIV/AIDS prevention, treatment and care programs.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assess and identify gaps of services, information and the coordination of services that appropriately address the tobacco and health needs of the people living with HIV/AIDS;
- Establish partnerships with local tobacco cessation providers in order to promote the availability of services;
- Develop curricula for community presentations targeting service providers and consumers;
- Coordinate and conduct community presentations targeting service providers and consumers;
- Develop an evaluation plan and evaluate the success of program activities;
- Coordinate the collection of tobacco prevention resources and update information in the HIVLA print and web directory;
- Develop educational materials designed to promote the availability of cessation services and the impact of smoking on persons living with HIV/AIDS;
- Coordinate tobacco education activities with APLA's Treatment Education program;
- Complete monthly reports;
- Attend regularly scheduled staff meetings to review and evaluate program services, and make recommendations;
- Attend Los Angeles County Tobacco Control and Prevention meetings; regular task force meetings;



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## 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 and experience; in particular tobacco control and prevention, HIV/AIDS and/or substance use 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.

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**To apply, send resumes to:**

**AIDS Project Los Angeles  
Attn: Human Resources**



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Los Angeles, CA 90005

Fax: (213) 201-1595  
Email: [jobs@apla.org](mailto:jobs@apla.org)

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