



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.

TREATMENT EDUCATION SPECIALIST (for African American Treatment Study)

DIVISION: CLIENT SERVICES

OBJECTIVE: Under the direction of the Program Manager, as part of an intervention research study funded by the National Institutes of Health, provide up-to-date information about HIV disease and related illnesses, treatment options, and available clinical trials to persons living with HIV disease, and ongoing education and support to ensure compliance with prescribed treatment regimens and goals established in Individual Service Plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide treatment education, information and options to individuals through phone and one-on-one consultations, and/or fact sheets.

Make referrals to clients not currently accessing HIV healthcare.

Gather and disseminate information about approved, experimental and complementary therapies against HIV-related diseases.

Write articles or fact sheets for treatment related newsletters and community stakeholders.

Assist in the production of facts sheets and information packets on approved, experimental and alternative HIV therapies and related diseases, disease processes and other issues as they relate to patient care and access.

Assist in the completion of program monthly reports.

Maintain client files in compliance with the contract requirements.

Maintain knowledge about the latest treatment and science of HIV disease.

Update the Los Angeles area clinical trials listing on a monthly basis.

Assist in the development, planning, and implementation of HIV related treatment workshops, including, but not limited to, monthly HIV 101/102 trainings and quarterly multi-day Treatment Education Trainings.

Assist in the development and implementation of APLA's HIV Matters community forum.

Conduct program evaluation activities and assist with data analysis.

Work with Communications Department to keep all treatment related information on APLA's website updated.

Actively participate on Community Advisory Boards (CABs) of research institutes conducting HIV-related clinical trials (i.e., UCLA, Cedars-Sinai, AIDS Research Alliance), CABs held by pharmaceutical companies, and the research study's CAB at APLA.

Network with other treatment advocates locally, statewide and nationally (AIDS Treatment Action Coalition, Project Inform, NATAP, etc.) in order to share information and materials.

Attend program, division, research, and other meetings as assigned.

Prepare quantitative and qualitative reports and presentations when needed, including regular and frequent updates for study investigators at APLA, California State Dominguez Hills, RAND Corporation, and Children's Hospital Boston/Harvard Medical School.

Coordinate all listed activities with study data collection staff.

Perform other duties as assigned.

REQUIREMENTS:

Training and Experience:

Completion of Bachelor's degree in Biological Sciences or related majors preferred or completion of an Associate's Degree with at least two years work experience in the HIV field; experience in health education and research with human subjects; HIV-related treatments as well as policy issues related to HIV/AIDS research and healthcare delivery on a local and national level; experience in running bibliographical searches on various medical databases and retrieval of scientific articles from biomedical libraries; and experience working with clients.

Knowledge of:

HIV Pathogenesis, symptoms, approved and experimental HIV therapies and related diseases; scientific methodology (experimental design, data collection, statistics); HIV-related research procedures and structures; epidemiology of HIV transmission and general epidemiological tools; HIV risk-reduction techniques; health behavior theories and models.

Ability to:

Explain scientific information in simple terms understandable to lay people, both verbally and in writing; participate as an effective member of a large service-providing agency; demonstrate compassion towards people living with HIV, with an emphasis on providing them with the tools necessary to increase positive health outcomes; maintain confidentiality of clients; when necessary, advocate for the rights of clients in medical settings; demonstrate excellent written and verbal communication skills; and operate standard office equipment; perform word processing and data entry tasks on a personal computer; and meet assigned deadlines.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:



This is primarily a sedentary office position which requires only occasional bending, reaching, stooping, lifting and moving of office materials weighing 25 pounds or less. 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.

Local Travel is required. Out of town travel may be required to attend scientific conferences and pharmaceutical company updates.

SPECIAL REQUIREMENTS:

Must possess a valid California Driver's License, proof of auto liability insurance and have the use of a personal vehicle for work-related activities.

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.