

**Sacramento LGBT Community Center  
Health Educator & Testing Coordinator  
Job Description**



**Job Summary:**

The Sacramento LGBT Community Center seeks a Health Educator & Testing Coordinator to oversee projects and specific outcomes related to the Sacramento LGBT Community Center's Health Programs Department. This position reports to the Director of Programs and works in partnership with other programming staff and stakeholders as well as directly with community members of diverse backgrounds. This is a full-time, non-exempt position.

This position contributes to program goals to increase awareness, decrease HIV infections in the LGBTQ community and provide support to those living with HIV/AIDS. In select instances, the Peer Health Advocate & Testing Coordinator will serve as a liaison to various groups and community partners as well as supervise a team of dedicated volunteers. People of color and trans-identified individuals and People Living with HIV/AIDS are encouraged to apply.

**Responsibilities:**

Testing Coordination

- Provide HIV and STD counseling, testing, outreach, and education for the Sexual Health Program at the Sacramento LGBT Community Center as well as other designated off-site locations.
- Accurately complete risk assessment forms, lab requisitions, and additional written materials.
- Collect and collate oral and finger prick blood samples for testing.
- Provide counseling on HIV risk reduction activities and support referrals for people who test positive for HIV.
- Enter data and prepare internal and external reports.
- Follow universal safety precautions at all times and maintain strict confidentiality.
- Maintain accurate logs regarding client tests, confirmatory results, and missing results.
- Provide and maintain a customer service atmosphere which incorporates the standards and protocols.
- Expand the accessibility of testing through testing partnerships in neighboring counties, community events, and mobile testing.

Prevention & Outreach

- Coordinate support groups to reduce internalized stigma and shame experienced by people living with HIV.
- Provide sexual health education, resources, materials and referrals via peer group session facilitation to inform LGBT individuals about safer sex practices and high-risk behaviors.

- Nurture an atmosphere in which clients feel understood and seen by advocates who are aware of cultural competency concerns, health disparity issues, and access to care deficits.
- Develop innovative outreach and marketing strategies to reach those most at risk and may otherwise avoid more traditional care settings, linking them with the primary care physicians and increasing internal program participation.
- Coordinate and track distribution of prevention barriers including condoms, dental dams, and lubricant.
- Create written and graphic content for publication in traditional and social media
- Develop surveys and other tools to evaluate the cultural competency and knowledge base of healthcare providers in promoting best practices in gender and sexual health.

#### Leadership & Relationship Management

- Recruit, select, direct, evaluate, and support a team of health program volunteers and interns.
- Develop and maintain appropriate training protocols and retention strategies for volunteers.
- Guide additional staff and volunteers through the testing certification process.
- Assess community needs, solicit input from stakeholders and recommend population-specific and culturally relevant resource lists and referral protocols.
- Evaluate and develop accurate lists of referral sources and relationships with providers throughout the community.
- Serve as a representative of the organization in collaborative partner networks and at related community and Center events and activities.

#### Program Operations & Knowledge Management:

- Develop the necessary systems, processes and tools to better support the facilitation, collection and sharing of knowledge, data and narrative success stories generated by programs.
- Assist in anticipating and planning for the logistical, budget, and staffing needs of the programs.
- Assist in the data collection of program use and valuation of volunteer hours and program use.
- Analyze trends within programs, identify issues, report outcomes and recommend changes as appropriate.
- Ensure ongoing programmatic excellence by establishing benchmarks, timelines and the resources needed to achieve strategic goals, proactively driving improvements as necessary; set standards for accountability and measurements of success.
- Research and attend continued education via webinars, seminars, and community learning events.

#### **Qualifications:**

- Bachelor's or Associate's degree in social work, human services, public health,

- education, or related field strongly preferred.
- Minimum of 1 years with experience (paid or volunteer) in HIV/STI testing and counseling, prevention services, or supporting those with HIV/AIDS.
  - Extensive knowledge of HIV/STD infection, transmission and prevention; knowledge of community resources and referrals; biomedical interventions including PrEP and PEP.
  - Experience with ADAP and PrEP assistance programs.
  - State certified HIV pre/post test counselor, Completion of Basic I
  - Bilingual (English/Spanish) preferred.
  - Experience with group facilitation, collaborative decision-making, and conflict resolution.
  - Excellent interpersonal, verbal, and written communication skills; public speaking, facilitation, and coalition building capabilities to balance interests, negotiate, and work with a variety of internal and external stakeholders.
  - Highly organized and able to work independently to manage multiple program components simultaneously and integrate with a larger team.
  - Understanding of grant project management including activity design and data collection to ensure contract deliverables.
  - Proficient computer skills and experience with Microsoft Office 365 including Outlook, Word, Excel, and PowerPoint.
  - Valid CA driver's license with proof of valid auto insurance, ability to drive an automobile, and reliable automobile transportation are required for this position with some evening and weekend hours.
  - The person in this position may be required to sit or stand for extended periods, maneuver tight storage space, move objects up to 50 pounds, ascend/descend stairs, operate computers, copiers, and other office equipment, open and close filing cabinets and boxes, observe visitors, and communicate messages and tone by telephone. They may also be required to drive our mobile outreach unit RV occasionally.
  - Offers of employment may be contingent on satisfactory results of a criminal history background check.
  - Understanding of LGBT, social justice and civil rights policy issues preferred; a passion for the Center's mission and work to create a region where LGBTQ people thrive is essential.

**Compensation:**

- Full time, 40 hours per week
- \$15-17 per hour DOE
- Monthly stipend to assist with health coverage
- Paid vacation, sick time, and holidays
- Annual professional development opportunities

**To Apply:**

Go to <http://www.SacCenter.org/careers>. Please submit a cover letter including wage/salary history and a resume in a Microsoft Word or Adobe PDF document by email to [jobs@saccenter.org](mailto:jobs@saccenter.org). No phone calls or in-person applications please.

**About the Organization:**

The Sacramento LGBT Community Center works to create a region where LGBTQ people thrive. We support the health and wellness of the most marginalized, advocate for equality and justice, and work to build a culturally rich LGBTQ community.

Position is located in Sacramento, CA.

**Equal Opportunity:**

The Sacramento LGBT Community Center is an Equal Opportunity employer. We actively seek applications from all persons regardless of their race, color, ancestry, religious creed, national origin, sex, sexual orientation, gender identity, gender expression, medical/physical/mental condition, HIV/AIDS status, pregnancy/childbirth and related medical condition, age, marital status, or veteran status.