

**Valley AIDS Council d/b/a Westbrook Clinic**

**Position Description**

Job Title: Risk Reduction Specialist III Site Coordinator  
Supervisor  
FLSA Status: Non-Exempt  
Approved By: CEO/Executive Director  
Approval Date: 01/12/2016  
Department: Education  
Reports To: Director of Education

**SUMMARY:**

The Risk Reduction Specialist III Supervisor plans and coordinates HIV Prevention Program and promotes establishment of prevention services by performing the following duties personally or through subordinate staff.

**EMPLOYEE RISK FACTOR: I**

Performs tasks that involve exposure or potential exposure to blood, body fluids or body tissue, or other potentially contaminated materials.

**SUPERVISION RECEIVED/EXERCISED:**

Works under the general direction of the Director of Education.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Directs workers engaged in preparation and distribution of health information materials such as brochures, films, and other materials needed.
- Promotes establishment or expansion of local prevention services and provides technical assistance to individuals and groups conducting health education, workshops, and training courses.
- Coordinates education activities such as group presentations, street outreach, counseling and testing.
- Responsible for conducting Quality Assurance surveys to education and testing sites.
- Reviews staff client files and outreach documents to ensure program is in compliance with grant requirements.
- Supervises outreach staff and assist Education Director with staff evaluations, including "Drop-ins" at site where staff are providing services.
- Assists Education Director with monthly, quarterly, and annual reports.
- Program Development targeting various populations at risk for HIV.
- Responsible for reporting all positive HIV/STD infections to DSHS.
- Responsible for outreach workers schedules to ensure all sites are covered.
- Providing HIV / STI testing and counseling as needed.
- Meets with Supervisor on a weekly bases to keep him/her abreast of activities, trends, and/or program concerns.
- Oversees day to day operations and staff of Casa Orgullo, youth drop in center.

- Other duties may be assigned.

#### **MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:**

High School Diploma or GED.

Two years certificate from college and/or technical school; or twelve months of PBC /intervention experience and/or training; or equivalent combination of education and experience.

Two years' experience working for a youth drop in center or as a paraprofessional in a school setting.

#### **MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be responsible and mature with a passion for medicine and working knowledge of Microsoft Office, specifically Outlook, Word & Excel.

Strong writing skills required

Ability to multi-task and prioritize required.

Ability to speak fluent English; ability to handwrite legibly; ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **PREFERRED QUALIFICATIONS:**

Some Supervisory experience.

Ability to speak fluent Spanish

#### **SPECIAL REQUIREMENTS/QUALIFICATIONS:**

Employee must maintain all certifications, licenses, and/or registrations consistent with agency policy and state law.

State of Texas Class "C" Driver's License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Flexibility to travel, if needed.

#### **EQUIPMENT USED:**

Working knowledge of personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

#### **PHYSICAL DEMANDS:**

A constitution to work under the rigors of delivering medical care. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, and listen for extended periods of time. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually moderate. While performing the duties of this job, the employee is regularly exposed to outside weather conditions.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic's acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
CEO/Executive Director Signature

\_\_\_\_\_  
Date