



February 24, 2012

Dear Prospective Candidates:

It is a pleasure to announce two part-time positions at the MOCHA Center - Buffalo. The Health Access Specialist and the Health Educator positions are open from **February 24 to March 5, 2012**.

The MOCHA Center is a non-profit 501(c)3 organization based in the cities of Rochester and Buffalo with satellite offices in Niagara Falls and New York City. Since 1996, the MOCHA Center has provided programs and services that address the health and wellness of communities of color with an emphasis on LGBTQ programming. More information about the MOCHA Center is available at our website, <http://mochacenter.org>.

The Application Process

- All applicants **must** submit the following three items: (1) a cover letter that articulates how your experience meets the job requirements, (2) a current résumé, and (3) the names, addresses, telephone numbers, and emails of three professional references by **March 5, 2012 at 5:00 pm**.
- All applications must be **submitted by email** by Monday, **March 5, 2012 @ 5:00pm** Eastern. Please email application package in MS Word or PDF format to jobs@mochacenter.org.
- **No status update phone calls and/or emails will be accepted** during the search. We will confirm receipt of your application by March 6. We will notify finalists by March 12. At the conclusion of the search, we will notify all candidates of their status.
- Finalists selected for onsite interviews will participate in a series of interviews with the MOCHA Center Staff, the supervisor, and the Executive Director. During the onsite interviews, **finalists will be required to make a 10-minute presentation**. Details of the presentation will be provided during the scheduling of interviews. We anticipate **interviews to occur the week of March 12, 2012**.

Thank you for considering the MOCHA Center. We wish you the very best in the search process.

Sincerely,

A handwritten signature in blue ink that reads "Bruce E. Smail".

Bruce E. Smail, M.A.
Executive Director

Health Access Specialist

Reports to: Health Access Manager
Position Status: Part-Time, Non-Exempt, Hourly
Salary: Based on Experience
Work Week: Approximately 20 - 25 hours a week
Location: Buffalo/Niagara Falls

Overview of Position

- Screens clients for health care options and determine eligibility for insurance programs.
- Serves as a member of the Health Access Program team.
- Serves as a member of the Buffalo Programs & Services team.
- Assists with the coordination and implementation of individual-level, group-level, and community-level events and activities.
- Coordinates services for Women living with HIV/AIDS.
- Makes appropriate referrals and track linkages.
- Conducts ongoing community assessment of the population to inform programs and services.
- Represents the MOCHA Center at various community gatherings.
- Conducts presentations on insurance programs, MOCHA Center's programs and services, HIV/AIDS & STIs, Hepatitis C, and other public health concerns as it relates to people of color and LGBTQ communities.
- Enters data in the AIRS system for the purpose of maintaining accurate records of individual, group, and community-level services.
- Prepare and submit monthly reports of grant activities to the Health Access Manager.
- Other duties as assigned.

Degree Requirement:

- A Bachelor's degree in Public Health, Public Administration, Social Work, Psychology, Education, Counseling, Business or related field.

OR

- Four years of relevant work experience in health, health education, HIV/AIDS prevention and/or support services, LGBTQ, youth, or advocacy **may be substituted** for the degree requirement.
- Two years of college and two years of relevant work experience in health, health education, HIV/AIDS prevention and/or support services, LGBTQ, youth, or advocacy **may be substituted** for the degree requirement.

Preferred Experience:

- Knowledge/experience in HIV/AIDS and issues related to health insurance coverage/entitlement programs.
- Experience administering agency level interviews, application processes, and other related activities for successful enrollment of HIV+ and/or AIDS defined individuals.
- Knowledge/experience with Ryan White's AIDS Drug Assistance Programs (ADAP).
- Two years of experience in HIV prevention, education, intervention, and/or support services for people living with HIV/AIDS.

The MOCHA Center, Inc.

Buffalo: 1092 Main Street, Buffalo, NY 14209 | (718) 852-1142 phone | (718) 852-1518 fax
Rochester: 107 Liberty Pole Way, Rochester, NY 14604 | (585) 420-1400 office | (585) 420-1409 Fax

- Demonstrated experience with various diverse communities --- specifically youth, gay, bisexual, lesbian, transgender, questioning, People Living with HIV/AIDS, and/or people of color.
- Ability to speak in public and foster positive inter-agency relationships.
- Ability to work independently and as part of a team.
- Ability to handle multiple competing priorities.
- Experience with data entry into the AIRS system is strongly recommended.
- Working knowledge of Microsoft Office 2007 or higher.
- Bi-lingual – Spanish speaking desired.
- Excellent interpersonal, organizational and writing skills.

Conditions of Employment:

- This position is contingent on grant funding.

Health Educator

Reports to: Director of Programs –Buffalo
Position Status: Part-Time, Non-Exempt, Hourly
Salary: Based on Experience
Work Week: Approximately 20 - 25 hours a week
Location: Buffalo

Overview of Position

- Serves on the MOCHA Center’s Buffalo Programs & Services Team.
- Coordinate the implementation of individual-level, group-level, and community-level events and activities. The MOCHA Center is utilizing Comprehensive Risk Counseling and Services and Community Promise models for prevention. More information on CRCS can be found at http://www.cdc.gov/hiv/topics/prev_prog/CRCS/ and Community Promise at http://www.cdc.gov/hiv/topics/prev_prog/rep/packages/promise.htm.
- Conduct ongoing community assessment of the Young Men who have Sex with Men (YMSM) population to inform programs and services.
- Coordinate various types of community-level outreach events that will attract clients to the drop-in center.
- Conduct program eligibility assessments, develop client centered risk reduction/prevention plans, provide risk reduction counseling, and make referrals for HIV, STI, and Hepatitis C testing, other prevention programs, social services, and support programs as needed.
- Enter data in the AIRS system for the purpose of maintaining accurate records of individual, group, and community-level services.
- Prepare and submit monthly reports of grant activities to the Director of Programs
- Represent the MOCHA Center at various gatherings including presentations on HIV/AIDS, STIs, Hepatitis C, and other public health concerns as it relates to people of color and LGBTQ communities.
- Build and maintain relationships with local area service providers to maintain knowledge and appropriate referrals.
- Make appropriate referrals and track linkages.
- Other duties as assigned.

The MOCHA Center, Inc.

Buffalo: 1092 Main Street, Buffalo, NY 14209 | (718) 852-1142 phone | (718) 852-1518 fax
Rochester: 107 Liberty Pole Way, Rochester, NY 14604 | (585) 420-1400 office | (585) 420-1409 Fax

Degree Requirement:

- A Bachelor’s degree in Public Health, Public Administration, Social Work, Psychology, Education, Counseling, Business or related field.

OR

- Four years of relevant work experience in health, health education, HIV/AIDS prevention and/or support services, LGBTQ, youth, or advocacy **may be substituted** for the degree requirement.
- Two years of college and two years of relevant work experience in health, health education, HIV/AIDS prevention and/or support services, LGBTQ, youth, or advocacy **may be substituted** for the degree requirement.

Preferred Experience:

- Two years of experience in HIV prevention, education, intervention, and/or support services for people living with HIV/AIDS.
- Demonstrated experience with various diverse communities --- specifically youth, gay, bisexual, lesbian, transgender, questioning, People Living with HIV/AIDS, and/or people of color.
- Working knowledge of Microsoft Office 2007 or higher.
- Bi-lingual – Spanish speaking desired.
- Excellent interpersonal, organizational and writing skills.

Conditions of Employment:

- This position is contingent on grant funding.

The MOCHA Center, Inc.

Buffalo: 1092 Main Street, Buffalo, NY 14209 | (718) 852-1142 phone | (718) 852-1518 fax
Rochester: 107 Liberty Pole Way, Rochester, NY 14604 | (585) 420-1400 office | (585) 420-1409 Fax