



Improving the Health & Wellness of LGBT Communities of Color

Buffalo: 1092 Main Street, Buffalo, NY 14209-2308. (716) 852-1142
Rochester: 189 N. Water Street, Suite 1, Rochester, NY 14604-1419. (585) 420-1400

<http://mochacenter.org>

JOB ANNOUNCEMENT

HIV Prevention Specialist – Buffalo (1 position) **HIV Prevention Specialist – Rochester (1 position)**

Posting Dates: August 17, 2015 – Until Filled
Priority Consideration: **September 4, 2015**
Reports to: Manager of Prevention Programs & Services
Position Status: Full-Time, Non-Exempt, & Hourly
Starting Salary Range: \$27,500 - \$30,000
Work Week: 37.5 hours a week
Location: Buffalo **or** Rochester

The MOCHA Center

The MOCHA Center is a non-profit 501(c)3 organization with offices in Buffalo and Rochester New York. Founded in 1996, The MOCHA Center's mission is to improve the health and wellness of LGBT communities of color. More information about The MOCHA Center is available at our website, <http://mochacenter.org>.

About the Position

This job posting is open until filled. All applications received by the priority review date (**Friday, September 4, 2015 at 5:00 pm** Eastern Time) will be considered initially. We will review other applications on a rolling basis until the positions are filled. Please visit <http://mochacenter.org/jobs> for the current status of this position.

The **HIV Prevention Specialist** (HPS) position is a full-time position based in Buffalo **or** Rochester, NY. The HPS position reports to the Manager of Prevention Programs & Services and is a member of the Prevention Programs & Services Team. The HPS will conduct HIV testing onsite and at various events. The HPS will also be responsible for outreach efforts to expand the HIV Prevention Program, which works to change negative social norms in order to ultimately stop the spread of HIV. Our program serves young gay and bisexual men of color, ages 16-29. The HPS is directly responsible for several interventions including: Navigation & Retention in Services; Counseling, Testing, & Referral Services; CLEAR; RESPECT; ARTAS; VOICES/VOCES; and Mpowerment. For more information on these interventions, please visit the following website: <https://www.effectiveinterventions.org>.

The MOCHA Center is seeking a professional with experience in client recruitment, street outreach, HIV testing, client-centered HIV risk reduction counseling, and support services for People Living with HIV/AIDS. Knowledge of the New York State Department of Health – AIDS Institute, DEBIs or EBIs, and AIRS as well as experience in counseling, social work, harm reduction, HIV/AIDS, LGBT, and people of color are essential. Familiarity with the State of New York, Western New York, and Buffalo/Rochester is helpful.

The anticipated start date for the HIV Prevention Specialist is **September 15, 2015**.

Essential Job Functions

1. Conduct Rapid HIV Testing (risk assessment, pre-counseling, delivering results, confirmatory testing, and connecting to care) on site and at community events.
2. Ensure all testing and related services are implemented with fidelity and that procedures are in line with program protocols.
3. Coordinate and implement Evidence Based Interventions (CLEAR, RESPECT, ARTAS, VOICES/VOCES, and Mpowerment) as an initiative to engage young gay and bisexual men of color.
4. Assist clients to navigate medical and service systems; provide facilitated referrals and link clients to services as needed; track referral follow-up; develop, maintain, and utilize an inclusive list of community resources as applicable to target populations; and maintain and implement effective referral/linkages mechanisms.
5. Coordinate with HIV medical and support service providers to re-engage those lost to care.
6. Identify new opportunities for outreach to gay and bisexual men of color with the goal of increasing visibility and engaging new constituents.
7. Plan and implement outreach and testing events within the organization and at community venues including bars, clubs, health fairs, and other high traffic areas.
8. Deliver community presentations on HIV and STI/HepC Risk Reduction.
9. Create prevention messages on various social media networks (Twitter, FaceBook, YouTube, Tumblr).
10. Maintain accurate records in accordance with New York State regulations and agency protocols. Maintain documentation and statistics on activities to comply with reporting requirements. Enter data in the AIRS system.
11. Participate in staff meetings, supervisions, trainings, and conferences.
12. Prepare and submit monthly reports of grant activities to the Manager of Prevention Programs & Services.
13. Perform other duties as assigned.

Qualification Requirements

1. A Bachelor's degree in human services, counseling, psychology, education, social work, public health, or related field **and** one year experience working with LGBT, people of color, and/or individuals in high-risk HIV transmission categories. The following options may be substituted for this experience:
 - a. Four years of relevant experience with LGBT, people of color, and/or individuals in high-risk HIV transmission categories.
 - b. Two years of college **and** two years of relevant work experience with LGBT, people of color, and/or individuals in high-risk HIV transmission categories.

Preferred Qualifications

1. Three years of experience in HIV prevention, HIV education, DEBI interventions, ADAP, and/or support services for people living with HIV/AIDS.
2. Three years of experience with various diverse communities --- specifically youth, gay, bisexual, lesbian, transgender, questioning, People Living with HIV/AIDS, and/or people of color.
3. Three years of experience with AIRS or similar evaluation tools.
4. Ability to effectively represent The MOCHA Center in the community and to outside agencies.
5. Ability to maintain professional boundaries within agency and grant guidelines, as well as with staff, clients, and external service providers.
6. Ability to interact with people from diverse backgrounds within a climate of mutual respect, inclusion, enrichment, and growth.
7. Strong initiative, creativity and motivation, including ability to work under pressure with deadlines.
8. Demonstrated experience working effectively in team environment.

9. Ability to work flexible hours as this position may require late night and weekend hours.
10. Unrestricted driver's license and independent means of transportation.
11. Bi-lingual – Spanish speaking desired.
12. Excellent public speaking, facilitation, interpersonal, organizational and writing skills.
13. Strong computer skills including Microsoft Office, Word, Excel, Outlook, PowerPoint and internet applications in a Windows environment.

Conditions of Employment

This position is contingent on grant funding.

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. We will accept applications until the positions are filled. Applications received by **Friday, September 4, 2015 at 5:00 pm** will have priority consideration. Failure to submit all three items will automatically disqualify you as a candidate.
- All applications must be **submitted by email**. Please email application package in **MS Word** or **PDF** format to jobs@mochacenter.org. We **do not** accept applications mailed, faxed, or hand delivered. If you have challenges with clicking on the above email address, please open your email program and copy and paste the email address in your email.
- Please indicate “HIV Prevention Specialist - Buffalo” or “HIV Prevention Specialist – Rochester” in your subject line.
- **No status update phone calls and/or emails will be accepted** during the search. We will confirm receipt of your application on an ongoing basis. We will post an overall status of the search at <http://mochacenter.org/jobs>.
- Candidates who progress to the final round will be notified after the committee review. At the conclusion of the search, all candidates will be notified of their status.
- Finalist should expect an in person interview which will include a series of interviews with The MOCHA Center Staff, Manager of Prevention Programs & Services, Senior Director of Programs & Evaluation, and the Executive Director.
- During the final interview, finalist will be required to make a 10 minute presentation. Details of the topic will be provided as final interviews are scheduled.
- In person interviews will be held at The MOCHA Center. We will not reimburse travel expenses for interviews. For finalists outside of Western New York, the interview may also be conducted via ooVoo.