

ADP TOTALSOURCE / AIDS FOUNDATION HOUSTON, INC. DBA ALLIES IN HOPE JOB DESCRIPTION

JOB TITLE: Prevention Specialist—Bi-Lingual

Reports to: Prevention Manager
Department: Prevention and Priority Populations

Status: Full-time/Exempt
Date: October 2025

SUMMARY: This position reports to the Prevention Manager and is part of the Prevention team working to improve the number of persons that access HIV/STI testing, are educated on HIV/STI prevention methods, referred to supportive services and are linked to HIV/STI treatment and care as needed. This includes providing rapid and tradition HIV testing, social support, informal counseling, outreach activities and intensive navigation support to help clients address needs that make it challenging to stay health, including transportation, housing insurance benefits, mental health, substance use, stigma, food and in navigating complex care and support systems. This position requires working some unconventional hours as well as weekends and late nights in the community and requires good judgement and independent thinking skills.

DUTIES AND TASKS

Planning and Implementation

1. Prioritizes and plans work; uses time efficiently; plans for additional resources; sets goals and objectives.
2. Create position, program, department, and agency plan, as assigned.
3. Utilize position and knowledge to add to the development of case management and group services.
4. Read and implement the agency Strategic, Annual and Departmental plans.
5. Use calendar to schedule work duties, meetings, and planning activities.

Daily Duties

- Provides targeted outreach and recruitment, HIV/STI counseling, testing, linkage and referral (e.g. blood based, Orasure®, Oraquick®) as well as Health Education and Risk Reduction to High Risk and/or Persons Living with HIV/AIDS.
- Provide ongoing follow-up, basic motivational interviewing and goal setting with clients.
- Follow-up with assigned clients through phone calls, home visits, and visits to other settings where clients can be found.
- Assist individuals, families, groups and communities to develop their capacity and access to resources, including health insurance, quality care and health information.
- Identify and characterize the various social networks, appropriate community venues and key peer leaders for outreach and education activities.
- Plan and execute education, outreach and testing initiatives.
- Collaborate with various local organizations to build awareness of healthcare options, spur enrollment, and build referral linkages.
- Develop, discover and attend community events in order to promote coverage options and the mission and services of the organization.
- Distribute outreach/education materials to patients, community stakeholders, partner organizations and businesses underscore awareness on health center and physician office services
- Work with other clinical, behavioral and supportive service providers assigned to the same client.
- Assist clients in gaining support from family and friends to stay healthy.
- Assist clients in completing applications and registration forms.
- Promote and maintain positive relationships with the surrounding neighborhood.
- Provide health services, such as monitoring blood pressure, blood glucose levels and HIV/STI screenings.
- Provides general health education (i.e. cardiovascular health, cancer prevention, diabetes prevention).
- Performs quality management/assurance activities.
- Must be highly available and flexible to work some late nights and maintain a flexible schedule.
- Other duties as described by the supervisor.

Program Compliance Expectations

1. Implement policies, best practices, guidance, standards to create framework for effective case management services.
2. Implement department programming and selected service model.
3. Understand and implements program /department organizational development to increase efficacy, better services, and outcomes.

4. Use and ensure the compliance of all protocols as required by funding sources.
5. Complete and submit timely and accurate documentation; financial/program paperwork, forms, letters, surveys, reports, meeting notes, and all other required correspondence, ensuring it is according to departmental standards.
6. Knowledge of general office practices and procedures and uses them effectively to streamline work.
7. Report to the program supervisor on the overall successes and issues regarding program.
8. Through the Quality Management Program look for ways to improve and promote quality; demonstrates accuracy and thoroughness.

Agency Compliance

1. Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
2. Follow instructions; takes responsibility for own actions; keeps commitments; commits to complete additional work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
3. Read, understand, and follow Allies in Hope Policies and Procedures.
4. Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
5. Understand and meet the expected client outcomes.
6. Attend meetings as scheduled.
7. Communicate proactively and professionally with peers and stakeholders through phone and emails.
8. Follow all regulatory requirements for reporting suspected abuse or neglect.

Stakeholder Interactions/Relationships

1. Form professional relationships with all stakeholders - clients, focus populations, donors, volunteers, interns, vendors, and community partners.
2. Ability to be culturally and linguistically competent in serving the needs of diverse clientele including but not limited to all racial, minority, and ethnic groups, substance abusers, homeless, gay/lesbian, bi-sexual, transsexual, and transgender populations.
3. Provide professional level presentations to internal and outside groups on homelessness, housing and HIV and Allies in Hope services.

Team Relationships

1. Balances team and individual responsibilities; exhibits objectivity and openness to others' views
2. Gives and welcomes feedback.
3. Act respectfully and supportively towards other team members efforts to meet the mention.
4. Work as a highly cooperative member of the Allies in Hope staff and volunteers to accomplish agency and departmental goals.
5. Accept responsibility and willingness to be accountable by not blaming others for work product or issues.

EDUCATION AND/OR EXPERIENCE

Level of Education:

- High School Diploma or equivalent required.
- Knowledge of HIV/STI and related services, Homeless, and Mental Health/Substance Abuse community resources, and working with other communities and/or populations as described within the program.
- Must be comfortable and culturally competent to work with special populations

Work Experience: With the minimum of a Bachelor's degree, one year of case management or community health experience. With less than a bachelor's three years of experience in social services with a record of producing results. Data entry, report writing and compliance experience preferred.

Additional Requirements:

- Must be bilingual.(English and Spanish)
- Must be a trained phlebotomist
- Must be willing to work unconventional hours including weekends and late nights.

ADDITIONAL QUALIFICATIONS

Computer Skills

To perform this job successfully, an individual should have basic proficiency in database software; Internet software; Spreadsheet software and Word Processing software. Knowledge and experience in database development and/or data management, preferably in a nonprofit setting.

Language Skills

Ability to read and write at a professional level: to read, analyze, and interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Mathematical Skills

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 adapt a budget into a tracking form and understands the basics of a budget.

Reasoning Ability

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. 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 regularly required to talk or listen. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and while performing education and outreach duties 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

CORE COMPETENCIES

- **Ethics**- Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational mission and values.
- **Leadership**-Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Professionalism**-Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Initiative**-Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed.
- **Innovation**-Displays creativity; meets challenges with resourcefulness; generates suggestions for improving work.
- **Adaptability**-Adapts to changes in the work environment; Manages demands; deal with change, delays, or unexpected events.
- **Quality Management**-Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Interpersonal Skills**-Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

- **Customer Service**-Manages difficult or emotional customer situations; responds promptly to stakeholder needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Oral Communication**-Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Problem solving**-Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment**-Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Technical skills**-Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

Print Name

Signature

Date