

Outreach Assistant Reports To: HIV Outreach Specialist

Hours: This is a part time /25 hours per week position. The work hours will vary based on HPC and clients' needs. General weekday, night and weekend availability is needed

Location: Hudson County NJ, New Jersey * This is a hybrid position that requires in-person and remote hours.

Effective Start Date: March 1st, 2022

Job Summary: The Outreach Assistant provides support to the HIV Outreach Specialist and the Outreach Team at Hudson Pride Center. Supporting the development, planning and implementation of HPC's HIV/AIDS, PrEP, and Outreach Programs. More specifically, the primary responsibility is to assist the HIV Outreach Specialist in engaging with MSM (Men who have Sex with Men) within the Hudson County region to conduct HIV testing as well as syphilis testing using at home testing kits. The Outreach Assistant promotes HPC programs by distribution of informational & promotional materials, attending community events & outreach at other agencies, and maintaining a positive HPC presence in the community.

Responsibilities:

Outreach objectives:

- Attend team planning meetings held by the Director of Programs to create outreach schedules (sites/calendars) that target areas frequented by persons within the assigned audience groups who are at high risk for acquiring HIV, STI's and persons living with HIV/AIDS who are likely to be out of care
- Follow weekly schedule to assist PrEP and MAI Teams in conducting community outreach to identify and educate HIV/Syphilis at-risk and out-of-care MSM/Transgender/WOC populations about HIV/Syphilis testing events, PrEP program and Ryan White program
- Assist in the HIV Outreach Specialist to conduct HIV and Syphilis Screening, Testing and Post-Test Counseling of individuals at HPC/patterning locations/events held by HPC
- Assist HIV Outreach Specialist in the identification of syphilis care and prevention resources, including educational materials for outreach packets, local referral sites for STI care, prevention supplies, etc.
- Track HIV/Syphilis testing kits to ensure supplies are properly maintained, managed and kept in-stock
- Assist in recording and updating client data necessary for intake and referral to care process and as required by State for HIV/Syphilis Positive Test Results and maintain outreach logs, data and client records
- Assist in the collection of feedback and needs assessments
- Attending all trainings assigned by staff and funders
- Assist as in the planning of community-based events to increase client engagement and participation
- Attend all other community event & outreach activities as appropriate
- Complete tasks and assignments assigned by the HIV Outreach Specialist or the HPC Executive Team

Qualifications/Requirements:

- Minimum HS diploma/GED with 2 years post-HS professional, volunteer or internship work with LGBTQ+ community or an Associate's Degree (or higher) with at least 6 months of professional, volunteer or internship work experience with LGBTQ+ community.
- Preferred experience in the field of HIV/AIDS prevention and linkage to care
- Preferred Knowledge of HIV/AIDS and other sexually transmitted infections
- Knowledge of issues impacting Hudson County area MSM community at high risk for acquiring HIV
- Functional knowledge of Microsoft & Google drive software, databases, and spreadsheets
- Able to travel for outreach activities, events, or trainings
- Written and spoken fluency in Spanish desired

HOW TO APPLY: Please send your resume and cover letter to Stephanie Mills at stephanie@hudsonpride.org

Hudson Pride Center is an equal opportunity employer and an inclusive organization. LGBTQ+ people of color and members of other traditionally marginalized communities are strongly encouraged to apply.