

ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.
POSITION DESCRIPTION

TITLE: Capacity Building Specialist for the Capacity Building Initiative for Substance Use and HIV Prevention Services for At-Risk Racial/Ethnic Minority Youth and Young Adults Project

REPORTS TO: STD/HIV/AIDS Prevention Program Director

FLSA STATUS: Exempt (Full-Time)

GENERAL DESCRIPTION:

Under the supervision of the STD/HIV/AIDS Prevention Program Director the capacity building specialist will work with the program director and evaluator to develop, coordinate, and implement activities under the HIV/AIDS Prevention Education Program and Capacity Building Initiative for Substance Use and HIV Prevention Services for At-Risk Racial/Ethnic Minority Youth and Young Adults Project.

MAJOR DUTIES:

- Provides capacity building support for Substance Use and HIV Prevention Services for At-Risk Racial/Ethnic Minority Youth and Young Adults Project.
- Collaborates with tribal community to develop social marketing campaign material brochures to create awareness, promote positive behavior, and encourage rapid testing.
- Assist in training facilitators for the adapted evidence-based intervention.
- Provides health education/risk reduction training and technical assistance to tribal communities.
- Submits activity and testing reports to HIV Program Director.
- Participates in community health fairs and other community events requested by HIV Program Director.
- Participates in on-going professional development trainings as identified by HIV Program Director.
- Documents and tracks all program activity and participants.
- Demonstrates ability to design capacity building strategies based on clear needs identification and understanding of the operating context, and experience of working with tribal communities.
- Provide technical leadership and strategic direction of project activities to strengthen local systems and service sustainability among implementing partners.
- Oversee and directly support the tracking, development, and evaluation of the project's progress towards performance benchmarks to ensure their responsibility to funding agency requirements.
- Provides health education/risk reduction, rapid HIV and Hepatitis C counseling and testing, referrals to STI and Hepatitis Screening services, HIV Treatment services, social services, and partner notification services.

- Conducts quality controls monthly on testing devices and maintains accurate and up-to-date testing logs.
- Assist with data collection, data entry, data management, and analysis of datasets.
- Performs related tasks as assigned.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Proficiency in oral and written communications.
- Must be highly organized and able to carry out all responsibilities of the position with minimal day to day supervision.
- Must demonstrate knowledge of public health programs including design, implementation, and evaluation.
- Ability to follow verbal and written instructions and excel at details.
- Proficiency in the use of software programs such as MS Word, Access, PowerPoint, Excel, and internet.
- Professional attitude and good judgment is essential.
- High degree of sensitivity to issues of privacy and confidentiality.
- Ability to perform a variety of ongoing tasks efficiently and productively.
- Knowledge and/or experience working with American Indian communities and cultures.

QUALIFICATIONS:

- Bachelor's Degree preferred.
- 3 or more years of capacity building specialist and facilitation experience.
- Excellent communication skills.
- Mature judgment and professionalism in handling confidential matters.
- Dependability including excellent attendance and punctuality.
- Able to operate a motor vehicle and have a valid State driver's license.
- Completion of background investigation is required.
- Thorough knowledge of office practices and procedures.
- Proficiency in various office applications such as word processing, data bases and spreadsheets.

WORK CONDITIONS/PHYSICAL REQUIREMENTS:

- Work is performed in a typical interior office environment. Occasionally work will be performed outdoors in all types of weather. Remote work during Coronavirus Public Health Emergency will be implemented until it is safe to return to the office.
- May work more than 8 hours per day and sometimes on evenings and weekends.
- Occasionally involves light work, such as exerting up to 20 pounds of force and/or up to 10 pounds of force and/or negligible amount of force to move objects.
- Talk, listen, and sit for an extended period.
- Stand, use hands to hand objects, equipment, controls and reach with arms and hands.
- Come in direct daily contact with staff and public.

- Walk frequently to offices, storage room, board room, and entrance to greet visitors.
- Operate standard office equipment and multi-line telephone.
- Noise level is usually minimal.
- Local travel is moderately required. Overnight travel outside of the area is occasionally required.
- Drive company-leased vehicle for company related business.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION

Send CV/Resume, list of three professional references, salary requirements, and cover letter to Savannah Gene, M.S., CHES at sgene@aaihb.org. Incomplete packets will not be considered. Position is open until filled. No phone calls.

For best consideration, please forward all application materials by close of business day (5 PM MDT) on Friday, September 11, 2020.