

**ALBUQUERQUE AREA INDIAN HEALTH BOARD, INC.**  
**POSITION DESCRIPTION**

**TITLE:** Capacity Building Specialist/Evaluator 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)

**SALARY RANGE:** \$40,000 - \$48,000 Annual (DOE)

**GENERAL DESCRIPTION:**

Under the supervision of the STD/HIV/AIDS Prevention Program Director the capacity building specialist/evaluator will work with the program director to develop, coordinate, carry out, and evaluate 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 to tribal communities.
- Submits 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.
- Be available after hours and weekends as requested by HIV Program Director.
- Documents and tracks all program activity and participants.
- Demonstrated 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 mentorship and supervision to staff and consultants working on the capacity building component of the program.
- Provide technical leadership and strategic direction of project activities to strengthen local systems and implementing partners (in particular tribal communities) to empower them to be self-reliant to the greatest degree possible.

- Oversee and directly support the tracking and development of the project's progress towards performance benchmarks to ensure their responsibility to funding agency requirements.
- Provides health education/risk reduction.
- Provides rapid HIV counseling and testing.
- Provides referral to STD & Hepatitis screening services, HIV treatment services, social services, and partner notification services.
- Submits testing forms to HIV Program Director.
- Conducts quality controls monthly on testing devices.
- Maintains accurate and up-to-date testing logs.
- Participates in community health fairs and other community events requested by the Program Director.
- Participates in on-going professional development trainings as identified by the Program Director.
- Performs related tasks as assigned.

#### **KNOWLEDGE REQUIREMENTS:**

- Proficiency in oral and written communications.
- Strong customer orientation.
- Ability to organize time effectively.
- 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.
- 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 evaluation 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 of an Administrative Assistant.
- 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.

- Talk, listen, and sit for an extended period of time.
- 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
- 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 Ayn N. Whyte, M.S. at [awhyte@aaihb.org](mailto:awhyte@aaihb.org) or regular email to Ayn N. Whyte, M.S., Albuquerque Area Indian Health Board Inc., 7001 Prospect PL NE, Albuquerque, NM 87110. Position is open until filled. For best consideration, please forward all application materials by close of business day (5 PM MST) on October 19, 2018.