



**Position:** Health Education Specialist II  
**Program:** Trans Wellness Center  
**Department:** Health and Mental Health Services  
**Reports to:** Trans Wellness Center Program Manager  
**Salary:** \$15.73/hr  
**Status:** 100%, Full-Time, Non-Exempt, Union  
**Probation:** 90 days  
**Benefits:** Medical, Dental, Vision, Life Insurance, Long Term Disability, Employee Assistance Program, and a 403B retirement plan.

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### **JOB SUMMARY**

Under the supervision of the Trans Wellness Center (TWC) Manager, provide HIV and STD testing; triage HIV-positive patients into medical care; coordinate, schedule, and conduct outreach events to specifically target transgender clients; and create and sustain working relationships with businesses and community members where outreaches will be conducted.

### **ESSENTIAL FUNCTIONS**

- 1) Coordinate, schedule and conduct outreach activities at locations where transgender people congregate to assess individual risk behaviors;
- 2) Develop and maintain a working relationship with community business owners where outreach, workshop and support group activities are conducted;
- 3) Provide HIV/STD counseling and testing;
- 4) Provide phlebotomy services for HIV, syphilis and hepatitis testing;
- 5) Collect and collate oral, blood, and urine specimens;
- 6) Assist in the preparation of test results;
- 7) Maintain accurate logs regarding lab tests, confirmatory results, and missing results;
- 8) Accurately enter risk assessment data using an electronic medical record;
- 9) Triage HIV positive clients to the Jeffrey Goodman Clinic and other community resources and referrals;
- 10) Contact clients who have not obtained their results;
- 11) Monitor program goals and objectives;
- 12) Assist with preparation of monthly quantitative and qualitative reports;
- 13) Participate in community/public task forces/meetings as necessary;
- 14) Collaborate with local agencies that conduct HIV risk reduction programs targeting gay and bisexual men, and transgender women at risk;
- 15) Must be able to work in a fast-paced environment

### **JOB QUALIFICATIONS AND EXPERIENCE**

- 1) 6 years' work experience in health education, psychology or related field, or equivalent education;
- 2) A minimum of 1 year experience in outreach, community organizing and project management;
- 3) Certified in HIV Counseling and testing within 60 days of hire;
- 4) Certified in Phlebotomy or eligible for training;
- 5) Must be able to apply principles of cultural competency in working with transgender individuals;
- 6) An understanding of health education principles and behavior, people of color and community resources in Los Angeles County;
- 7) Knowledge of HIV/AIDS-related issues and concerns;
- 8) Ability to work effectively with men and women of diverse ethnicities, ages, and sexual orientations in a multicultural environment;
- 9) Computer skills and knowledge including word processing database operations, spreadsheets and other software systems.

The L.A. Gay & Lesbian Center is an Equal Opportunity Employer and is committed to fostering diversity within its staff. Applications are encouraged from all persons regardless of their race, color, national origin, ancestry, sex, gender identity, marital status, religious creed, medical/physical/mental condition, sexual orientation, Veteran status, or age.

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E-mail resume and cover letter as a word attachment to [jobs@lagaycenter.org](mailto:jobs@lagaycenter.org)

website: [www.lagaycenter.org](http://www.lagaycenter.org)

Or submit application/resume to: L.A. Gay & Lesbian Center, Human Resources Dept., 1625 N. Schrader Blvd., Los Angeles, CA 90028

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