



## INSTITUTO FAMILIAR DE LA RAZA, INC.

### Job Description

### **Health Educator**

Si a la Vida: HIV Prevention

Scale of Pay: \$19.23 - \$21.42 per hour

#### **AGENCY DESCRIPTION:**

Instituto Familiar de la Raza, Inc. is a multi-service community health and social service agency with emphasis in serving the Chicano/Latino community in San Francisco with a special focus on the diverse needs of the Mission District. Services include a wide range of mental health, HIV related services, and social services including health promotion, education, prevention, early intervention, case management, clinical, psychological and psychiatric interventions as well as cultural/social and spiritual re-enforcement. The agency serves children, youth, adults and families; it has a rich history of working collaboratively with other agencies to meet the needs of the diverse Chicano/Latino communities, and other cultural/racial communities in San Francisco.

#### **JOB/PROGRAM DESCRIPTION:**

Si a la Vida –Integrated HIV Services offers a continuum of HIV services to diverse Latino communities in San Francisco, including HIV prevention and mental health services. Our goals are to support Latinos in reducing their risk of HIV infection and transmission; to improve the quality of life of those living with and at risk of HIV; and to reduce stigma related to HIV, sexual orientation and gender identity. We accomplish this through client-centered, nonjudgmental, culturally and linguistically appropriate services.

The SF Department of Public Health, through a multi-year contract, funds this position.

#### **Essential Job Duties include but not limited to the following:**

- Conduct individual risk reduction sessions with Latino gay/bisexual men and youth
- Provide HIV testing and counseling onsite and at community events
- Plan and co-facilitate educational, support groups and workshops
- Conduct street and venue-based outreach with gay/bisexual Latino men and youth
- Participate in creating multi-media social marketing projects
- Collect service data and enter into database accurately
- Maintain required documentation; observe client confidentiality
- Work well with a multidisciplinary team and other collaborators
- Maintain reliable attendance and participation in team and agency meetings
- Other duties as assigned by supervisor

*Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.*

### Required Qualifications:

- Strong verbal and written English and Spanish skills, bicultural competency
- Ability to speak with gay/bisexual men and youth about sexuality and HIV related topics
- Demonstrated experience working on issues of sexual orientation, gender identity, immigration and access to services in the Latino community
- Excellent interpersonal and communication skills
- Ability to follow protocols for individual and group interventions
- Ability to keep sensitive client information confidential and maintain ethical boundaries and professional conduct
- Available to work a couple of evenings every week (and some weekends for special events)
- Proficiency in Microsoft Word, Excel and social media sites

### EDUCATION, CERTIFICATION AND LICENSES

High School diploma or GED required

A.A. degree, Health Education college certificate, or equivalent, strongly preferred

Certification in HIV Test Counseling will be given priority

Must pass and maintain annual Tuberculosis Test

Must pass Department of Justice Fingerprint screening

Complete annual recurrent on-line training

### COMPENSATION AND BENEFITS

Wages are based on an hourly rate of \$19.23 - \$21.42, depending on qualifications and experience.

This is a full time, non-exempt position with full benefits.

All full time positions at IFR are *35 hours per week* and are eligible to participate in medical health benefit plans including dental, vision, 403(b) plan, earn vacation, sick leave, *thirteen paid holidays* and on-going opportunities for learning.

### PHYSICAL DEMANDS:

The physical demands described here are representative of that which an employee encounters while performing the essential functions of this job. Reasonable accommodations can be made to enable individuals with disabilities to perform the essential functions.

- General ability communicate effectively in person or via telephone in a manner which can be understood by those with whom the person is speaking to, including a diverse population
- General alertness to address emergency or potentially dangerous situations
- Requires physical ability remain seated at a desk for long periods of time when needed
- Basic manual dexterity to operate work processing equipment with skill, speed and accuracy
- Must be able to view computer for long periods of time

*Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.*

- Ability to use public and/or private modes of transportation, duties are office based, but travel to various offsite venues is required
- Activities that occur infrequently are: bending, squatting, crouching, kneeling, twisting, reaching straight, above or below shoulders
- On occasion must lift up to 35 LBS

To apply submit your cover letter and resume in a Word or PDF format to: (please note, resume without a cover letter will not be considered)

Ana Varinia Esquivel  
[ana.esquivel@ifrsf.org](mailto:ana.esquivel@ifrsf.org)  
Instituto Familiar de la Raza, Inc.  
Human Resource Manager

*Instituto Familiar de la Raza, is an equal opportunity employer and does not discriminate on the basis of race, culture, age, disability, gender, or sexual orientation. People of color are encouraged to apply.*