

JOB DESCRIPTION

Job Title: **DSHS COMMUNITY HEALTH SPECIALIST (CHS)**

Reports To: CTR Manager

FLSA: Non-Exempt, Full-time, Hourly + benefits

GENERAL SUMMARY: Bee Busy Learning Academy, Inc is seeking qualified candidates for the facilitation and implementation of EDP, "Early Diagnosis Program." EDP is a state-funded program that provides HIV/STI counseling, testing, and linkage to care services. CHS uses a team approach to assist consumers who are HIV positive or at high risk for HIV infection to enroll or maintain treatment and care or become aware of their HIV status, change risk behaviors, and reduce the transmission of HIV and AIDS. During both daytime and evening shifts (includes combination of 9am-5pm, 2pm-10pm, 4pm-12am or 6pm-2am), CHS reaches out to target populations including commercial sex workers, substance users, and people with multiple HIV risk factors at the Montgomery County Jail, TSU, and where consumers congregate including apartment complexes, street corners, etc.

QUALIFICATIONS: Potential Candidates must have an Associate's Degree or at a minimum a high school diploma with equivalent appropriate life/professional experience. Must have a minimum of two years' experience working with target populations that have a wide range of social problems, including but not limited to prostitution, involvement with the criminal justice system, substance use etc. Must have a valid Texas driver's license devoid of any violation is required. Must have ability to maintain confidentiality. Ability to work evenings and weekends is required. Must possess excellent written and oral communication and public speaking skills, must have excellent computer skills utilizing Word, PowerPoint and Excel and be proficient in Internet research, must possess group facilitation/group dynamic skills. Must have organizational, project management, and problem-solving skills. Must be able to work independently and with a team. Bilingual Spanish/English is required.

DUTIES AND RESPONSIBILITIES:

- Learn and exemplify the company's mission.
- Recruit clients for HIV/STI counseling, testing and linkage to care services.
- Provide HIV counseling and testing and linkage to care services for MSM and High-risk individuals.
- Create client charts to include documented counseling session of clients' behavior(s), reason for testing, triggers, risk reduction plan, and referrals.
- Provide follow-up to ensure HIV positive clients access and/or maintain treatment and care services.
- Assist in special projects (i.e., organizing health events, campaigns, etc.)
- Maintain effective and efficient recordkeeping and manage DSHS database to track progress of participants.
- Attend all mandatory training, updates, and meetings.
- Must be available beyond normal business hours, which is inclusive of holidays, weekends, and late evenings.
- Must have a reliable mode of transportation and current auto insurance to travel to external sites, venues, or events.
- Actively participate in team and staff meetings.
- Other duties as assigned

❖ **This is a grant-funded position subject to annual renewals.**

ACKNOWLEDGEMENT

NOTE: The above statements are intended to describe the general nature of work performed by the Community Health Specialist. These statements are not to be construed as an exhaustive list of all responsibilities, tasks and skills required of an employee in this position. **Bee Busy reserves the right to require that other tasks be performed when warranted (for example, by emergencies, changes in personnel or workload, corporate reorganization, or technical development). Bee Busy also reserves the right to revise this job description with or without notice.**

My signature below acknowledges that I have read this job description and I am able to perform the essential functions and responsibilities of the position Community Health Specialist.

Employee Name

Date

HR Signature

Date