

POSITION: Health Educator
Salary: \$36,000-38,000 (full-time)



Position Description:

- Oversee the New York City Department of Health and Mental Hygiene (NYCDOHMH) Enhanced Condom Distribution program to expand access to free NYC condoms in Northern Manhattan
- Identify appropriate non-traditional venues (e.g. barbershops, bodegas, motels) that currently do not participate in the NYC Condom Distribution Initiative; once a location is identified, staff will assess their eligibility to provide condoms, review proper storage procedures, identify a contact for the site, and provide ongoing technical assistance
- Oversee and coordinate one part-time Community Liaison and two stipend Peer Educators to strategically engage non-traditional sites, high risk venues, tabling/healthfair events, and street-based outreach for condom distribution; provide ongoing day to day supervision of schedule, documentation, and follow up.
- Serve as the liaison between the NYCDOHMH Condom Distribution Program staff; provide monthly narrative reports, data entry, audit-worthy documentation of distribution sites (e.g. date, time, photo of storefront, contact name and signature of receipt), ordering of supplies, and organization of NYCDOHMH condoms in the office
- Participate in weekly outreach meetings; work alongside the Community Development Coordinator to discuss outreach and engagement strategy, team outreach, and community contacts
- Provide health education and training to both peer educators and community contacts on various types of condoms, proper condom storage, safer sex practices, risk reduction, and HIV/STI prevention; provide HIV testing and STI testing referrals as appropriate
- Identify and coordinate outreach staff and peers to participate in tabling and healthfair events in Northern Manhattan; provide condoms, lubricant, safer sex material, and referrals at events; flexible to work weekend and late night hours depending on events
- Identify community-based organizations for potential referral services, follow up on existing linkages, and provide agency information sessions and promotional materials for staff and participants as appropriate
- Collaborate with the Program Director and Data Entry Manager to identify areas in need of improvement or communicate changes to direct service staff and peers to ensure audit-worthy documentation
- Provide direct client services, including but not limited to syringe exchange, health education, crisis intervention and referral services
- Collaborate with the Program Director and Community Development Coordinator to create, revise, and review new and existing health education literature and promotional materials; responsible for NYCDOH specific health education materials and safer sex kits
- Submit monthly reports to Program Director documenting outreach activities, successes and challenges, community linkages, peer program updates, suggestions for improvement and other topics as assigned
- Initiate new ideas for improving public relations, marketing, and material development
- Administrative duties related to payment requests, supply inventory, and internal program materials
- Reports to the Program Director and assists Program Director and Community Development Coordinator in other duties as assigned

Position Requirements:

- Minimum two years experience providing outreach-based services, including but not limited to health education, group facilitation, counseling, referrals, low-threshold case management, prevention education, risk reduction interventions, and safer substance user strategies and education (NYC experience preferred, familiarity with Northern Manhattan a plus)
- Management/supervision experience preferred; Ability to communicate to staff and peers the daily tasks they are to complete in an empowering way; Ability to motivate staff to create new service strategies and improve current activities
- Knowledge of program implementation and evaluation a preferred; bachelor's degree in a relevant area (Public Health, Public Administration, Health Services Administration, Social Work, Community Organizing) a plus
- Knowledge of infectious disease transmission and prevention practices (HIV, Hepatitis C), health education, outreach strategies, harm reduction theory and practice
- Commitment to advocacy and activism in the intersecting crises of HIV/AIDS, homelessness, criminal injustice, drug user health and a harm-reduction based drug policy

- Organized, detail-oriented, outgoing, creative, motivated, with the ability to implement new ideas
- Excellent oral, written communication and organizational skills, ability to communicate ideas to supervisor and supervisee
- Flexible team player, good sense of humor, great attitude and people skills are a must
- Computer skills, including experience with MS Word and Excel, graphic design skills preferred, familiarity with electronic health records (EHR) and/or AIRS a plus
- Scheduling flexibility; ability to work afternoon, evening, and weekend shifts
- Physically able to climb stairs, move and lift boxes and supply packs weighing up to 20 pounds
- Individuals from the Washington Heights, Hamilton Heights and Inwood areas are strongly encouraged to apply.
- **Bilingual (Spanish and English) required**

Washington Heights CORNER Project is an Equal Opportunity Employer and is nondiscriminatory relative to race, ethnicity, religion, national origin, sex, gender expression, sexual orientation, age, disability, medical status, or history of incarceration

Please submit resume and cover letter* as email attachments to:

Taeko Frost, Executive Director
Washington Heights CORNER Project
whcpjobs@cornerproject.org

*To be considered for this position your resume must explicitly state that you are bilingual and your cover letter must include both (a) your history and/or interest in harm reduction and (b) management experience.