

JOB POSTING

**POSITION:** Counselor (HIV Testing and Prevention)  
**DIVISION:** Youth, Family and Health Services  
**EMPLOYMENT CLASSIFICATION:** Full-time  
**SOC CODE:** 21-1019

**LOCATION:** 76 Clinton Avenue, Newark, NJ  
**REPORTS TO:** Health Services Unit Manager  
**FLSA STATUS:** Non-exempt  
**COMPENSATION:** *Commensurate with Experience and Education*

**BENEFITS:** La Casa offers a generous benefits package, including paid holidays, Paid Time Off (PTO) if eligible, Paid Sick Leave (PSL), 401k with employer match upon eligibility, and health, dental and life insurance benefits if you meet the eligibility requirements

**POSITION SUMMARY:**

- Under the general direction of the Health Services Unit Manager, the Counselor will be responsible for providing individual and group counseling sessions as they are related to the provision of HIV testing and prevention services.

**RESPONSIBILITIES AND DUTIES:**

- Performs outreach in diverse areas of Newark to provide awareness of HIV/AIDS and increase number of participants for HIV Testing and Prevention Services.
- Provides confidential HIV testing and counseling specifically targeting individuals at high-risk for contracting HIV/AIDS.
- Promotes and provides follow-up with HIV testing services such as risk reduction services and referrals for STD testing, Pre-exposure prophylaxis (PrEP), primary medical care, Antiretroviral therapy (or other treatment options), and other essential support service.
- Responsible for recruiting, presenting and delivering the SISTA Latina EBI (Latina female facilitator required as per CDC).
- Conducts one on one level interventions (i.e. CLEAR, etc.)
- Develops and maintains professional relationship with clients, ensuring boundaries are upheld.
- Provides clients with appropriate referrals for services within the agency or/and outside sources.
- Maintains and updates confidential client files as required by funding sources.
- Participates in community health fairs including off-site HIV testing events.
- Assists in preparing monthly, quarterly and final reports to funding sources and administration.
- Responsible for all data collection, data entry and timely submission of reports and programs evaluations.
- Attends professional meetings, educational conferences, and in-service trainings in order to maintain and improve professional competence.
- Participates in community/public events sponsored by the center/agency.
- Administers and observes the organizations office operations, policies and procedures.
- Volunteerism is encouraged at La Casa's sponsored events.
- Other duties may be assigned to meet business needs.

**EDUCATION AND/OR EXPERIENCE:**

- Bachelor's Degree in community health or social services and one year of experience in community health advocacy/case management or an Associate's Degree with three years of relevant community health advocacy and/or case management experience.
- **Bilingual in English and Spanish required.**
- Knowledge of CDC curricula implemented in program (i.e. SISTA, CLEAR, etc.).
- Knowledge of HIV infection, case management systems, and ability to work sensitively with a variety of cultures and lifestyles required.
- Knowledge of legal and ethical issues related to participants rights; including privacy.
- Excellent written and oral communications skills including public speaking and written reporting; workshop facilitation experience is a plus.
- Strong telephone and customer service skills.
- A problem solver and self-starter who demonstrates the ability to think fast on his/her feet; a team player; able to multi-task; attentive to detail.
- Strong computer skills including experience with MS Office applications, using the Internet and database management.

**REQUIREMENTS AND PHYSICAL DEMANDS:**

- Must have a valid New Jersey Driver's License.
- Professional attire required.
- Required to sit or stand for long periods of time.\*
- Must be able to work in varying weather conditions

\* *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**SCHEDULE:**

- Monday and Thursday from 10:00 am to 6:00 pm and Tuesday, Wednesday and Friday from 9:00am to 5:00pm
- Some Saturday and Sundays will be required. Employees will be provided with advanced notice.
- Ability to travel as needed (in-town and out-of-town trainings and conferences)

**TO APPLY:**

- Please email your resume with cover letter to [yfhsrecruiting@lacasanwk.org](mailto:yfhsrecruiting@lacasanwk.org). Only candidates being considered for an interview will be contacted.

***La Casa de Don Pedro is an Equal Opportunity/Affirmative Action Employer and committed to diversity in the work place. All applicants will receive consideration for employment without regard to age, race, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.***