

**SOUTHERN ARIZONA AIDS FOUNDATION**  
**BILINGUAL HEALTH EDUCATION SPECIALIST**  
**SAMHSA SUBSTANCE ABUSE PREVENTION PROGRAM**  
**JOB DESCRIPTION**

Scope of Work: The Bilingual Health Education Specialist will support the SAMHSA Substance Abuse Prevention program activities. The primary purpose of the SAMHSA Substance Abuse Prevention Program is to provide comprehensive substance abuse prevention and education services to youth and young adults, including youth of color, Lesbian, Gay, Bisexual, Transgender, and Queer/Questioning (LGBTQ) youth, and straight allied youth in Pima County. The Bilingual Health Education Specialist works with the Program Manager to assist in implementing the program activities. The Bilingual Health Education Specialist is a full time, 40 hrs/wk., non-exempt position. The individual hired must be able to work very flexible hours, including evenings, late nights, weekends, and some holidays.

**Functional Responsibilities:**

- Maintain collaborations with program partners, schools, and other community-based organizations.
- Implements evidence-based interventions promoting positive life skills development, provides substance misuse and HIV prevention education to youth and young adults.
- Keeps current on harm reduction/risk reduction models, HIV/AIDS, substance abuse, and other health-related issues and serves as a resource to other agency and program staff on these topics.
- Works collaboratively with SAMHSA Substance Abuse Prevention team to enhance delivery of program activities.
- Provides *Botvin* interventions and the CRAFFT-N+ substance abuse and nicotine screening tool to youth and young adults, acts as a liaison to community sites, administers and tracks evaluation instruments, and conducts outreach activities to promote the social marketing campaign.
- Provides health education, workshops, and one on one support and referrals to target population.
- Supports *Community Coalition* activities.
- Provides workshops addressing harm reduction, substance use and abuse along with related topics to professionals and community members who work with youth and young adults at risk.
- Conducts outreach and recruitment for project activities in the community at venues frequented by the target population.
- Provides HIV and Hepatitis C rapid testing (finger-stick) and referral services.
- Responsible for completing and gathering accurate documentation of all activities and events using proper forms, files, and databases.
- Responsible for accurate and complete data entry, following proper testing protocols and specimen processing, and monitoring supply inventories.
- Ensures accurate program data collection and timely reporting for funding sources.
- Serves as a representative from SAAF for community events and committees as needed.
- Attends all program, agency, and department meetings at SAAF as directed.

- Works collaboratively within the Prevention and Care Services Departments, including but not limited to covering shifts for HIV/HCV testing, Eon Lounge, Syringe Access and/or assisting with unloading food pantry items, programmatic support, etc.
- Performs other duties as assigned.
- Reports to the SAMHSA Program Manager.

**Minimum Qualifications:**

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Demonstrate a comprehension and appreciation of diverse and complex cultures including LGBTQ youth, youth of color, and other youth at-risk.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants
- Readiness to be trained (if needed) and to then perform required phlebotomy-related venipunctures for confirmatory testing
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment
- Excellent interpersonal, written, and verbal communication skills
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider
- Bilingual (English/Spanish)

**Preferred Qualifications:**

- Bachelor's degree in social services or health-related field or 1 year of work experience in HIV/AIDS, prescription drug and alcohol substance use prevention, and other youth health-related issues.
- Previous work experience with youth and/ or previous experience with group facilitation and curriculum delivery.
- Knowledge of STI, HIV/AIDS, prescription drug & alcohol substance use prevention and substance abuse treatment services.
- Phlebotomy or venipuncture training or experience
- Proficiency with Microsoft Office Software

**Compensation:** Starting wage of \$16.00/hour, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

**To apply:** Submit letter of interest, resume with dates of employment, names, addresses, and phone numbers of three professional references to: Director of HR, Southern Arizona AIDS Foundation, 375 S Euclid Ave., Tucson, AZ 85719, email to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://www.saaf.org).

**Affirmative Action:** The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

**Start date:** As soon as possible.