



HEALTH EDUCATION SPECIALIST II JOB DESCRIPTION

SCOPE OF WORK

The Health Education Specialist II • Phlebotomist is a full-time, non-exempt position reporting to the Director of Health Services at The LGBTQ Center Long Beach (The Center). The person in this role oversees and organizes activities of the health education team members to ensure compassionate, effective, and efficient delivery of high-quality HIV testing and STI screening for LGBTQ patients. Responsibilities include conducting rapid HIV testing and collecting specimens via finger-stick, venipuncture, throat, genital, rectal swabs, and urinalysis for STI screenings. The primary focus of this position will be to offer care coordination, support, and services to individuals at risk of acquiring HIV and who require assistance in accessing additional care and services.

The ideal candidate will have extensive knowledge of HIV/AIDS and STIs, transmission, and prevention related to key populations at risk of acquiring HIV and STIs, including people of color and transgender individuals in the Long Beach area. This position requires a strong knowledge of local community resources, outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ individuals), and excellent interpersonal skills. The person in this role will be required to attend continuing education, training, seminars, in-service training, and other professional development opportunities to stay abreast of relevant literature and maintain familiarity with trends/changes in public health and prevention services.

I: FUNCTIONAL RESPONSIBILITIES

A: Administrative

1. As needed, participate in team/department, interdisciplinary and staff meetings.
2. As needed, participate in community outreach and engagement events.
3. Create, maintain, and review patient records in the electronic health record system and internal database system.
4. Confirm daily, weekly, and monthly program totals and metrics.
5. As needed, assist with the creation of reports that include program data and narratives.
6. Maintain and review internal records of all health services patients accessing services.
7. Monitor inventory of lab supplies and testing kits.
8. Collaborate with the Director of Health Services to maintain facility and clinic licenses and protocols up to date and current.
9. Other administrative duties as assigned.

B: Clinic Operations

1. Facilitate client flow and coordination of all HIV/STI testing clients.
2. Support medical director for lab orders and draws for primary care clinic.
3. Provide coverage for additional testing hours, special events, and shortstaffing.
4. Follow universal safety precautions/protocols.
5. Triage HIV+ clients to local medical facilities and other community resources.

6. Maintain medical records with accurate, current, and updates.
7. Provide and maintain a customer service atmosphere that incorporates the standards and protocols of the Health Services Department and The Center.
8. Conduct training and competency training to other Health Educators as required by the Quality Assurance (QA) Plan.

C: Direct Service

1. Collect specimens for HIV/STI screening, and coordinate processing for lab pick up.
2. Provide rapid HIV/STI testing, education, and counseling.
3. Provide sexual health education and counseling regarding HIV/STI infection, transmission, prevention, and testing.
4. Coordinate with the Nurse Practitioner to schedule follow-up STI screening, treatment, and additional follow up testing with all applicable patients.
5. Conduct blood draws and monitors required labs for all primary care patients.
6. Prepare laboratory requisitions and additional laboratory materials, including specimen containers, forms, and scheduling lab pick-up.
7. Assist in the preparation and disclosure of test results.
8. Assist the Nurse Practitioner with medical examinations, consultations, treatment documentation, patient-delivered partner therapy (PDPT), and clinic maintenance.

II: MINIMUM QUALIFICATIONS

- Two years of progressive professional experience focused on sexual health, medical services, or patient navigation and coordination.
- At least one (1) year of progressive professional experience working in HIV/STI education or counseling setting.
- Able to work evenings and weekends.
- Has the ability to pass FBI background checks.
- Must have access to reliable transportation, a valid driver's license, and a driving record that will support The Center's liability insurance provider.

III: PREFERRED QUALIFICATIONS

- Undergraduate degree from or currently attending an accredited institution of higher learning in Public Health/Human Services.
- Bilingual/fluent (can read, write, and speak) in English and Spanish.
- Has a current and valid certification from State or LA County as HIV Counselor and completed Basic I and Basic II courses.
- State or National certification in venipuncture/blood withdrawal.

IV: COMPENSATION

- The hourly rate for this position is \$25.00.
- Benefits include (medical, vision, dental, paid sick time, vacation, holidays, 401K with employer contribution)
- Optional benefits include (critical life/illness and legal insurance)

V: AFFIRMATIVE ACTION STATEMENT

The LGBTQ Center Long Beach (The Center) is an Affirmative Action/Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and any other characteristic(s) protected under local, state, or federal laws in any of its hiring practices and activities. The Center reviews and decides on all qualified candidates without regard to these characteristics.

ONE IN LONG BEACH, INC
dba THE LGBTQ CENTER LONG BEACH
EMPLOYMENT APPLICATION



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INSTRUCTIONS:

Please complete all fields. Incomplete information could disqualify you from consideration. Please submit a cover letter, resume, and this application and email to **Rebecca Ruiz, Clinic Manager, at rruiz@centerlb.org.**

PART I: CANDIDATE'S INFORMATION

Name:		Date:	
		Pronouns (Optional):	
Address:			
City:	State:	Zip code:	
Phone:		Email:	

PART II: PREVIOUS EMPLOYMENT WITH THE CENTER

Have you ever been employed by The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	FROM:	TO:		
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART III: PREVIOUS VOLUNTEER EXPERIENCE WITH THE CENTER

Have you ever volunteered at The Center?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:	
WHAT WAS YOUR ROLE?				
WHO WAS YOUR STAFF SUPERVISOR?				

PART IV: SERVICES FROM THE CENTER			
Have you ever received any services at/from The Center?			<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE(S):	<input type="checkbox"/> One time	FROM:	TO:

PART V: AVAILABILITY							
For which position are you applying?							
What type of work are you seeking?		<input type="checkbox"/> Full time	<input type="checkbox"/> Part-time <input type="checkbox"/> Temporary				
On what date can you start?							
Please use the spaces below to write which days and hours you are available for work.							
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
AM	AM	AM	AM	AM	AM	AM	
PM	PM	PM	PM	PM	PM	PM	
If needed, can you work overtime?						<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART VI: EDUCATION				
Please circle the highest grade completed: 7 8 9 10 11 12 13 14 15 16+				
Institution's Name	City/State	Years Completed	Graduation Date	Diploma/Degree

PART VII: JOB RELATED SKILLS			
Language skills: Are you fluent (speak, write, read) in any other language other than English? <i>If so, please describe below.</i>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please list any other skills, licenses, or certificates that may be job related or that you feel would be of value to this job and The Center.			
Have you read the job description?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you understand the requirements of the job?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

PART VIII: EMPLOYMENT HISTORY			
<input type="checkbox"/> I am still working for this employer		May we contact employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer's Name			
City/State		Phone	
Position/Job Title		Supervisor's Name	
Dates of Employment	From:	To:	
Duties/Responsibilities			
Reason for leaving			

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

Employer's Name				
City/State			Phone	
Position/Job Title		Supervisor's Name		
Dates of Employment	From:		To:	
Duties/Responsibilities				
Reason for leaving				

PART IX: PROFESSIONAL REFERENCES	
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone
Name	Relationship
Email	Phone

ACKNOWLEDGMENT

PLEASE READ CAREFULLY BEFORE SIGNING

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for The Center to hire me. If I am hired, I understand that either The Center or I can terminate my employment at any time and for any reason, with or without prior notice. I understand that no representative of The Center has the authority to make any assurance to the contrary.

I attest with my signature below that I have given The Center true and complete information on this application. No requested information has been concealed. I authorize The Center to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for denial of employment or immediate dismissal.

Signature _____

Date _____