



Prevention Specialist

Western North Carolina AIDS Project (WNCAP) is dedicated to preventing new cases of HIV/AIDS and provides HIV-related client support, prevention, education and advocacy activities guided by the belief that all people are entitled to equal access to health care. WNCAP employs 40+ people and has 3 locations in Western NC.

Working under WNCAP's Prevention Coordinator, the Prevention Specialist's primary duties are to organize and conduct HIV/STI prevention education, testing, and outreach events for the communities that WNCAP serves, with specific focus on populations who may be at risk for HIV/STIs. The Prevention Specialist will assist with other tasks as-needed, and provide back-up for the department by cross training with other employees.

Travel is required for trainings, conferences, meetings, and testing events. WNCAP is currently limiting work-related travel and most meetings are conducted virtually as a COVID-19 precaution. Some face-to-face interaction with clients is required, but will be kept to the minimum necessary and personal protective equipment will be provided by WNCAP while the pandemic is ongoing.

This is a full time nonexempt position. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch, but candidate should have the ability and willingness to work weekends, infrequently and with advance notice, as-needed. Remote work may be required on an as-needed basis, with home office located in Asheville.

Duties

Job duties include, but are not limited to:

- Provide community outreach and HIV/STI testing throughout 18 county region in WNC.
- Distribute condoms, personal lubricant, dental dams, and other prevention materials.
- Increase the number of clients tested for HIV and other STIs in targeted testing settings.

- Facilitate group education sessions pertaining to HIV/AIDS, Hep C, other STIs, and relevant resources.
- Educate individuals about biomedical HIV prevention (PrEP & PEP), and other HIV and STI prevention strategies.
- Accurately and timely track testing data, inventory, and other relevant data as required.
- Use accessible realistic language to convey complex pertinent information.
- Attend relevant offsite meetings on behalf of WNCAP, collaborating and building relationships with community partners.
- Facilitate meetings with staff and community partners, as-needed.
- Assist with planning and organizing events, as-needed.

Requirements

Qualified candidates must have at least one of the following:

- 1 year of experience in HIV/STI prevention work; or
- 1 year of experience in public health or another relevant field; or
- 1 year of higher education in a relevant field; or
- Equivalent combination of education and experience.

Additional Qualifications:

- Proficiency with computers, including Microsoft Office (Excel and Word experience required, familiarity with PowerPoint preferred), Google Drive, Gmail, and data entry/tracking
- Working knowledge of HIV/STI prevention
- Ability to multitask in a fast-paced environment
- Precision and attention to detail
- Excellent written and verbal communication
- Ability and willingness to work under challenging situations
- Ability to maintain participant and client confidentiality, preferably including knowledge of HIPAA
- Respectful interaction with diverse populations and marginalized communities, including people who use substances
- Team player with ability to work independently
- Willingness to travel as needed for training and workshops

- Valid driver's license, vehicle liability coverage, and use of reliable personal vehicle during scheduled work hours
- Ability and willingness to work remotely as-needed, requiring internet access at home
- Ability to read, write, and speak English fluently, bilingual English/Spanish preferred
- Public speaking experience, preferred

Physical Requirements

- Must be willing and able to spend long periods of time in stationary position working at a computer
- Must be able to lift at least 25 pounds
- Must have no significant restrictions in bending, stooping, or lifting

Compensation and Benefits

The Prevention Specialist is a full-time nonexempt position based out of WNCAP's office located at 53 S. French Broad Ave, Asheville NC 28801. In-office and remote working capabilities are required for this position. Starting salary range is \$35-40k/year. Regular work hours are 9am-5pm Monday-Friday with 1 hour paid lunch. Dress code is business casual. WNCAP is a certified living wage agency.

Benefits include:

- Partial employer-sponsored health and dental insurance
- Vision insurance
- Employer-sponsored life insurance
- 403(b) Retirement Savings Plan with Employer Contributions
- Paid time off
- Paid holidays

WNCAP is an equal opportunity employer. We strive to foster a workplace that supports and amplifies a diverse array of voices and experiences. We strongly encourage women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, people living with HIV, and veterans to apply.

Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin,

disability, ancestry, marital status, veteran status, medical condition or any status protected under local, state or federal laws.

To Apply

For consideration for this position, please submit a resume and cover letter detailing your interest in WNCAP and this position, including "Prevention Specialist" in the subject line, to: employment@wncap.org

Please note that due to the high volume of applications, we cannot respond to all correspondence received.