



Health Resource Specialist I June 2018

About AccessMatters

AccessMatters, a non-profit, public health organization located in Center City Philadelphia, advances sexual and reproductive health outcomes to promote health equity for individuals, families, and communities. Founded in 1972, AccessMatters transforms access to sexual and reproductive health through research, training, and delivery of evidence-based programs, community engagement, and advocacy. We believe that access to quality affordable health care is a fundamental human right, and organizational excellence is best achieved through a culture of inclusion, diversity, innovation, professionalism, and accountability.

Job Summary:

Reporting to the Director of Community Based Health Services, within the Health Access & Service Delivery team, the Health Resource Specialist I is responsible for providing reproductive and sexual health education related to disease prevention and healthy behaviors, providing limited health screenings (i.e. HIV/STD testing, interviews for risk reduction planning, etc.), and providing reproductive and sexual health care system referrals and resources identification for persons seeking additional reproductive and sexual health screenings, diagnosis and treatment within the AccessMatters networks. Services may include but are not limited to providing individuals with health education related to reproductive and sexual health, especially HIV prevention and access to HIV testing, linkages to medical care and case management, accompanying clients to care appointments, keeping track of clients to assure attendance to care, identifying resources and support, assisting with access to benefits including insurance and enabling client independence and self-sufficiency. In addition, duties also include maintaining appropriate documentation of client contacts, referrals and services provided. This position is full time and non-exempt.

Essential Functions:

- Promote the program in the communities at risk and identified in planning, in community clinics, organizations and institutions who are stakeholders in the improvement of reproductive and sexual health through presentations.
- Assist in coordination of care and support services for individuals and families based on care provider referral plan and assessment, identifying and reporting any additional needs.
- Provide sexual and reproductive health education to improve client health literacy, increase active participation in care decisions, and to assist with health care access.
- Increase quality health outcomes; assist client with goal setting that includes risk reduction, adherence, support and disclosure services where appropriate.
- Collect and process data and regularly update program database in an accurate and timely way.
- Maintain close communication with supervisor.
- Maintain communication with staff at identified sites to access target population to identify needs or/ and coordinate services.
- Maintain communication with relevant healthcare and support services entities that may provide diagnostic, treatment and additional social support for clients.
- Participate in special events, trainings, programs, projects, meetings, and other duties as assigned.



Knowledge, Skills, and Abilities

- Proficiency in the provision of risk reduction counseling sessions in sexual and reproductive health.
- Proficiency in the administration of HIV testing technologies in community settings.
- Proficiency in the administration of STD testing technologies in community settings.
- Knowledge of Microsoft Office suite, websites, social media, Internet and data entry advantageous.
- Ability to work effectively in community locations without on-site supervision.
- Demonstrated ability to work in a multi-cultural and multi-disciplinary team environment.
- Ability to facilitate educational programs in diverse settings.
- Ability to engage consumers in diverse settings (clinical, community settings).
- Ability to work outside normal business hours, as needed (e.g., scheduled nights and weekends).
- Ability to communicate effectively and inclusively, verbally and in writing, with individuals or groups.
- Ability to perform with a high level of confidentiality, discretion and integrity.

Education, Experience and Licensure

- High School Diploma or GED with some college experience; Associates degree in health related field preferred.
- Minimum two years of community-level or client-level health education, and HIV counseling and testing.
- AACO Regional Prevention Network Certification or comparable HIV certification course (American Red Cross, TPAC, Philadelphia FIGHT) or three years of experience delivering community-based health education.
- State of Pennsylvania HIV Counseling and Testing Certification.
- Eligible for required clearances.

HOW TO APPLY: E-mail cover letter and resume to Recruiting@accessmatters.org - **submissions will be reviewed in a rolling basis with priority to those received by June 19, 2018.** Address cover letter to Elaine Petrossian, Vice President, Human Resources & Operations. **No calls, please.** Please include salary requirement and potential start date, along with specific experience in meeting or exceeding goals related to consumer outreach and provision of testing services.

ACCESSMATTERS IS AN EQUAL OPPORTUNITY EMPLOYER.