



## EMPLOYMENT OPPORTUNITY

**Job Title:** Outreach & Prevention Educator  
**Supervisor:** Coordinator for Latino Education & Support  
**Location:** Elgin, IL  
**Job Type:** Exempt, Full-Time  
**Salary:** DOE

### **Description:**

The Outreach and Prevention Educator will work to identify and provide services to individuals who are at high risk for HIV and other Sexually Transmitted Infections (STIs). They will conduct assessment, screening and testing. They will provide referrals and linkage to services identified. They will track referral compliance and continuously work to engage client in resources that will benefit the client. They will provide education and HIV/STI testing to high risk individuals through community programs, events, partnerships and to persons that request testing services at our outreach and clinic locations.

### **Duties:**

- Track client data, demographic information and other data to be entered into appropriate databases (PROVIDE, EMR) and any other client level data systems as designated.
- Ensure that all appropriate project and agency documentation concerning client participation in services are complete, up to date and compliant with funder requirements.
- Provide counseling and testing to those at high-risk for HIV in the Cook, Kane and Dekalb County areas.
- Co-facilitate groups and perform individual level interventions.
- Participate in on-going trainings (AIDS Confidentiality Act, HIPAA, Cultural Competency) and other trainings as designated by the agency or funder.
- Maintain confidential records at all times.
- Refer and support clients' access to case management for needed resources such as food, clothing, medical care, medicine, medical equipment, behavioral health services, social, recreational opportunities, benefits/entitlements and other resources as identified.
- Works with Patient Centered Medical Home staff to provide services that focus on improving participants' health outcomes, quality of life and self-sufficiency indicators and long-term housing stability.
- Responsible for maintaining all applicable and required documentation.
- Work in compliance with necessary regulations; IDPH, HIPAA and Illinois AIDS Confidentiality laws.

## Requirements:

Language: Bi-lingual spoken and written (English, Spanish)  
Experience: Minimum of 2-years of related work experience  
Education: Associates degree in Human Services, Psychology, Counseling or related field.

- Must have valid Illinois driver's license and access to a car, local travel is required.
- Ability to work flexible hours, including weekends and evenings.
- Basic computer skills, proficiency in Microsoft Office (Excel, Word, Outlook).
- Strong organizational skills, written and verbal communication skills.
- Demonstrate clear professional boundaries and act in a professional manner.
- Ability to work within a multidisciplinary environment with an emphasis on teamwork.
- Ability to build rapport with individuals, possess exceptional listening skills.
- Comprehend cultural sensitivity.

## How to Apply:

Please send you resume to [humanresources@odhcil.org](mailto:humanresources@odhcil.org)

While all applications are appreciated, only candidates selected for the interview will be contacted.

*It is the policy of Open Door to provide equal employment opportunities to all employees and applicants for employment without regard to race, religion, color, ethnic origin, gender, gender identity, age, marital status, veteran status, sexual orientation, disability, or any other basis prohibited by applicable federal, state, or local law.*