

HIV/AIDS EDUCATOR - PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for planning and coordinating a comprehensive HIV/AIDS educational program and provide materials to individuals and community groups practicing high risk activities. Emphasis in this title is to coordinate programs that are available to the public in identifying and the prevention of infection. Supervision is exercised over subordinate personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, develops, and implements educational programs to individuals practicing high risk activities;
Conducts AIDS training programs for awareness to the general public;
Coordinates with community oriented groups and agencies to assist with services provided to AIDS victims;
Reviews, accesses, and prepares new educational materials for staff training;
Assists the department personnel in understanding the needs and concerns of HIV/AIDS infected victims of the disease;
Reviews and disseminates new programs, literature, brochures, and pamphlets regarding HIV/AIDS cause and prevention through the community;
Reviews and disseminates throughout the community, new programs, literature, brochures, and pamphlets regarding HIV/AIDS cause and prevention;
Conducts evaluation of educational presentations and outreach activities of personnel;
Keeps and maintains records and reports into the reporting system data base.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the public health agencies; good knowledge of educational materials available for victims and associates; ability to plan, organize, and conduct educational programs; ability to communicate both orally and in writing; ability to establish and maintain effective relationships with others; reliability; emotional maturity; good judgment; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in health education;
or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in health education and one year of experience in a health related field; or
- (c) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in a health related field and two (2) years of experience in health education; or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATION:

Possession of a valid New York State Driver's License.

ADOPTED: 12/27/00