

Job Description

Transcend Community Health Outreach Worker

Nationz Foundation, Inc.

ORGANIZATION OVERVIEW

Nationz Foundation, Inc. is a not-for-profit organization that is in Richmond, Virginia and incorporated in 2015. Nationz provides HIV/AIDS testing, prevention, and advocacy services to all individuals, however Nationz does provide special emphasis to the LGBTQIA+ community. Building on years of commitment and proficiency, we comprehend the realism of HIV/AIDS and empower a healthy existence for all.

Transcend Program Mission Statement:

“Uplift, Empower, Educate and address the unique needs of Transgender Virginians”

POSITION DESCRIPTION:

Community Health Outreach Worker provides support to the Transcend Program along with serving and providing cross-functional support with the organization as a whole. This support can be but not limited to HIV Testing, STI Testing, Food Insecurities, Housing Insecurities, etc.

- Provide collaboration with internal and external partners to ensure program objectives and goals are met
- Serve as one of the subject matter experts for the Transcend program
- Provide support to the Transgender/Gender Non-Conforming (GNC) individuals in the delivery of services, planning, coordination, implementation, and delivery of the community services for transgender persons
- Serve as the key person to ensure program requirements and objectives are adequately communicated to participants and community stakeholders
- Ability to articulate in a professional manner both verbally and in writing
- Educate internal and external stakeholders of key program requirements while operationalizing all components of Transcend Program Ability to facilitate support groups
- Responsible for ensuring all client files are current and all data entry requirements are completed timely and accurately
- Develop and submit detailed monthly, quarterly, and annual reports to supervisors within required time constraints

QUALIFICATIONS:

- Experience, knowledge, and/or professional exposure to the LGBTQIA+ identities and disparities as it pertains to health and human services
- Associate or Bachelor Degree in Human Services or business and/or demonstrated work experience in related field to include a combination of education and experience
- Experience and skills in program development, project/case management, community organizing and outreach
- Strong interpersonal skills that exude the ability of communication, written, administrative, organization, and written/verbal communication skills; bilingual a plus

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- Certified in rapid HIV and STI testing is required, or must obtain certification within six months of hire
- Strong interpersonal skills and ability to work with a wide range of personalities
- Understanding of confidentiality, protected Health Information (PHI), and Health Insurance Portability and Accountability Act (HIPAA)
- Ensure and provide the highest level of PHI and HIPAA for all information related to Nationz Foundation clients, guests, staff, volunteers, and general matters
- Detail-oriented and ability to handle multiple tasks at once
- Strong commitment to inclusive, multicultural programming; prior experience working with diverse communities
- The ability to be flexible, intuitive, creative, assertive, along being a self-starter is critical to success in this position
- Computer Skills - At a minimum, demonstrated intermediate level knowledge of PC based computers and software to include Microsoft Office Suite and the most current version of Windows
- Knowledge and understanding of the issues, needs and interests of LGBTQIA+ youth, adults, families and community that includes knowledge of the spectrum of gender identity and transgender issues
- A strong commitment to social justice and the mission of the Transgender Community

Salary Range: \$25,000.00 - \$37,000.00

APPLICATION DEADLINE & INSTRUCTIONS:

TO APPLY: Resume, cover letter, and salary requirements should be sent to:

Director@nationzfoundationrva.org.

The subject line should read **Transcend - Community Health Outreach Worker**

Deadline: Open until suitable candidate is identified and hired

APPLICATION INSTRUCTIONS:

Submit a resume and cover letter that provides your experience, education, salary requirements along with any other pertinent details you believe is critical for this position. Applicants must demonstrate the appropriate experience and background as described within the position announcement. Failure to comply with these instructions may result in not being considered for the position.

“Nationz Foundation is an equal opportunity employer. We are committed to providing a non-discriminatory work atmosphere for our staff, clients, and volunteers. Discrimination against anyone due to race, color, religion, sex, sexual orientation, gender identity, ethnicity, origin, disability, age, military or veteran status is prohibited.”