

<b>Job Title</b>	Priority Populations Outreach Specialist
<b>Employer/ Agency</b>	AIDS Foundation Houston, Inc.
<b>Job Description</b>	<p>The Priority Populations Outreach Specialist is primarily responsible for identifying and connecting eligible individuals recently released from state and county prisons and jails to post release services which include linkage to medical care and the Texas HIV Medication Program (THMP). The Priority Populations Outreach Specialist will also be responsible for following up with clients who miss scheduled appointments to ensure the client receives the services requested. The Outreach Specialist works closely with the discharge planning staff at the Texas Department of Criminal Justice (TDCJ) and local prisons and jails to coordinate a successful transition into the free world for all potential clients. The Outreach Specialist communicates outreach activities to Program Coordinator through database entry and oral presentations while also assisting the program management team in identifying barriers to services and ensuring clients are accurately accounted for. This position requires strong oral and written communication skills.</p> <p>Daily duties include, but are not limited to, corresponding with and traveling to local or state prisons/jails and local clinics and community based organizations to collaborate with discharge planners that prepare offenders ready to be released. Daily tasks also include scheduling, providing client follow up, data entry, assisting with assignments in absence of staff, as well as any other specific duties assigned to the position.</p>
<b>Qualifications</b>	<p>Bachelor's degree from four-year College or University; or one to two years related experience and/or training; or equivalent combination of education and experience.</p> <p>Two years experience working with HIV/AIDS community services preferred. Experience with individuals who have been incarcerated required.</p> <p>Knowledge of substance abuse issues preferred.</p> <p>Three years experience in the social service/case management field preferred.</p> <p>Bilingual in English and Spanish preferred.</p>
<b>Salary/Hours</b>	\$33,000 annually 35+ hours per week
<b>City, State, Zip</b>	Houston, Texas
<b>Fax Number</b>	(713) 623-4029
<b>Email Address</b>	<a href="mailto:hr@afhouston.org">hr@afhouston.org</a>
<b>Application Method</b>	<p>Please email your cover letter and resume to <a href="mailto:hr@afhouston.org">hr@afhouston.org</a> or fax it to (713) 623-4029.</p> <p>No phone calls please.</p> <p>Please visit <a href="http://www.aidshelp.org">www.aidshelp.org</a> for complete job description</p>
<b>Opening Date</b>	06/02/2014

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