



Title: *Community Health Outreach Specialist* (Wellness First Initiative)

Reports to: CEO/Executive Director

Pay: 45k

Benefits: This is a full time (40 hrs per week), benefit eligible position after probationary period.

Location: Oakland LGBTQ Community Center, 3207 Lakeshore Ave. (Rand ave. entrance)

Established in 2017, Oakland LGBTQ Community Center (the Center) is dedicated to enhancing and sustaining the well-being of lesbian, gay, bisexual, transgender and queer (LGBTQ) individuals, our families and allies, by providing educational, social, health & wellness related activities, programs and services. The establishment of this service model marks the first time that a multi-ethnic, multi-gender, and intergenerational, LGBTQ community service center, has ever existed in the city of Oakland.

The Center's **Wellness First Initiative** will offer LGBTQ people living with or at high risk for HIV/AIDS and other sexually transmitted infections (STI's), a safe, accessible place to connect with testing, treatment, substance abuse, mental health, housing, employment, peer counseling, and other supportive services. Participants will also have access to trauma informed peer groups and community building activities. Participants will receive coordinated, holistic wellness assistance, that centers the needs of the most marginalized and at-risk LGBTQ+ people in our city and county.

We are seeking an experienced and enthusiastic person to provide outreach and intake support at the Oakland LGBTQ Community Center.

Essential Duties

- Creates and implements a comprehensive outreach schedule and strategy focusing on community members at high risk for HIV/STI infection. Outreach will include evenings and weekends.
- Connect community members to HIV/STI testing resources.
- Conducts individual enrollment assessments.

- Meets with community members & participants in various settings – medical office, clinics, hospitals and in their homes.
- Connects community members at risk for HIV/STI's to testing and/or treatment services, and to the Center's Wellness Services Coordinator for other supportive services.
- Serves as a liaison between the Center, community, CBO's and other social services.
- Interfaces well with center staff and collaborative partners.
- Responsible for data collection, data entry and the generation of reports.
- Builds and maintains appropriate relationships on behalf of Oakland LGBTQ Community Center.
- Provides front desk reception support.
- Other duties as assigned by supervisor.

Position Requirements

- Strong organizational, administrative and problem-solving skills, and ability to be flexible and adaptive to change while maintaining a positive attitude.
- Ability to prioritize tasks, work under pressure and complete assignments in a timely manner.
- Ability to effectively present information to others, including other employees, community partners and vendors.
- Ability to seek direction/approval from supervisor on essential matters, yet work independently with little onsite supervision, using professional judgment and diplomacy.
- Function well in a team-oriented environment with a number of professionals with different work styles and support needs.
- Excellent interpersonal, verbal, and written skills and ability to effectively work with people from diverse backgrounds and be culturally sensitive.
- Conduct oneself in external settings in a way that reflects positively on the Oakland LGBTQ Community Center as an organization of professional, confident and sensitive staff.
- Ability to see how one's work intersects with that of other Center services and those of other partner organizations.
- Make appropriate use of knowledge/ expertise/ connections of other staff.
- Be creative and mature with a "can do", proactive attitude and an ability to continuously "scan" the environment, identifying and taking advantage of opportunities for improvement.

- Commitment to working directly with broad range of community members of various socio-economic, ethnic and cultural backgrounds to include houseless and low or no-income persons, in a helpful, supportive manner.

Other Job Requirements

- Bachelor's Degree in Health or Human Services field.
or High-School Diploma with at least two (2) years of progressively responsible work experience in a community-based health care or social service capacity.
- Previous work providing services to persons who are disabled, homeless, substance users, and/or psychologically impaired.
- Proficient in Microsoft Suite, G-suite, with the ability to manage databases.
- Ability to conduct job responsibilities using available transportation resources.
- Knowledge of Oakland and the East Bay.
- Experience working with communities of color.

The Oakland LGBTQ Community Center is an equal opportunity employer.

Please note:

We will close the application on October 31st at 5pm PST.

If you haven't heard from us yet, we are still actively considering your application. We will respond to all applicants.

You can direct inquiries on the hiring process or requests for reasonable accommodation to joe.hawkins@oaklandlgbtqcenter.org.