



NORTH JERSEY COMMUNITY RESEARCH INITIATIVE

JOB DESCRIPTION

Job Title: Health Educator/Discharge Planner (Search reopened)

Location: NJCRI's Project Renew

Reports To: Program Manager

Salary: Fulltime employee: negotiable by experience

The position seeks a qualified candidate to provide treatment education and risk reduction services. Duties include but are not limited to:

- Deliver client services as described in the grant contract and Attachment C.
- Conduct Group Sessions (identify client's HIV risks and current stage of change, hear risk-reduction success stories, set personal goals, identify first steps to reduce HIV risk, and make referrals to C&T and medical/social services)
- Provide Individual Level Intervention (ILI) (discuss/refine risk-reduction goals, assess client's needs, and provide needed referrals to Counseling & Testing and medical/social services)
- Create and maintain confidential client counseling files with progress notes.
- Document all services in accordance with the contracts and Attachment C of individual funding contracts.
- Prepare and submit reports to the Program Manager as required by the contracts and Attachment C of individual funding contracts.
- Services rendered shall be entered into client charts and database.
- Quality assurance including: case conferences, chart review and administering and collecting client satisfaction surveys and outcomes-based internal evaluations for the Program Manager.
- Assist the Program Manager in evaluation and improvement of program services.
- Participate in staff meetings with the Project Renew team and the entire NJCRI Staff as requested.
- Provide input to the Program Manager regarding program planning and service development.
- Interact with other service providers to enhance coordination of services and pre-discharge referrals.

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- Participate in governmental, professional and community committees and task forces, as assigned by the Program Manager and approved by the Director and Executive Director.
- Provide input to the Program Manager regarding forecasted levels of services for future contracts.
- Foster and preserve a strong team spirit among program staff and volunteers.
- Enhance one's professional abilities via continuing education.
- Attend in-service training, and continuing educational opportunities relating to treatment adherence theory and practice. i.e. DEBI

Job Qualifications:

- Bachelor's degree, Certified Social Worker (CSW), Nursing / Medical credential, Certified Drug and Alcohol Counselor (CADAC) or Chemical Dependency Associate (CDA). Or High School Diploma with 4 years experience in HIV Prevention counseling and Care and Treatment.
- Experience in the field of counseling and /or case management. Prior experience counseling HIV infected or affected persons and/or inmates and knowledge of combination drug therapies is strongly preferred.
- Must possess own transportation.
- Department of Corrections (DOC) background check required. Position requires part-time work with inmates at an adult correctional facility.
- Will receive appropriate DEBI training
- Spanish / English language fluency desirable.

Abilities and Skills:

Candidates should have effective counseling skills; well developed oral and written communication skills; computer literate; be a team player; strong organizational and prioritization abilities; proven ability to document services and provide reports as required.

Interested candidates should submit their resumes via email to Caroline Harris at c.harris@njcri.org or fax 973-485-7080. Deadline for resume submission is Monday, April 9, 2012 or until filled.

NJCRI is proud to be an Equal Opportunity/Affirmative Action Employer