



## JOB DESCRIPTION

<b>Job Title:</b>	Prevention Project Assistant
<b>Organization:</b>	Asian American Recovery Services, Inc.
<b>Department:</b>	Clinical Services
<b>Location:</b>	San Francisco
<b>Reports to:</b>	Prevention Project Coordinator
<b>Classification:</b>	Regular, Full Time, Non-Exempt
<b>Salary:</b>	\$30,000 - \$35,000 p.a. based on 100% FTE

**Description:** Asian American Recovery Services, Inc. (AARS, Inc) is an innovative substance abuse prevention, intervention, treatment and research agency serving the greater SF Bay Area.

The Prevention Project Assistant will be involved in a multi-year federally funded Substance Abuse and Mental Health Services Administration (SAMHSA) program in Substance Abuse, HIV/AIDS, and Hepatitis C Prevention.

The Prevention Project Assistant supports and assists in the planning, implementation, and evaluation of an innovative, interdisciplinary prevention program. The program aims are: 1) to prevent Substance Abuse, HIV/AIDS, and Hepatitis C among Asians Americans living in the Peninsula counties of San Francisco, San Mateo and Santa Clara; 2) to describe risk behaviors of the target population; 3) encourage and provide accessible testing for Hepatitis and HIV/AIDS; 4) provide intervention services through a 5 module curriculum workshop.

***Primary Duties and Responsibilities (Other duties may be assigned):***

- Gather and summarize relevant literature targeting at-risk populations for program development
- Assist in the convening key informant groups and key stakeholder advisory group to identify risk behaviors for AA communities related to substance abuse, HIV/AIDS, and Hepatitis Prevention
- Working with external evaluation consultant for e.g. survey questionnaire, focus group questions, subsequent evaluation efforts, and other related activities.
- Maintain communication with local partners (community advisory members, HIV/AIDS Service Organization, Community Health Clinics, County departments of Public Health, and other Community Based Organizations)
- Conduct outreach, schedule, and facilitate client group workshops and focus groups
- Provide HIV test counseling and referrals for Hepatitis B and C test counseling and Hepatitis vaccinations
- Utilize prevention intervention modules towards motivating individuals to test for HIV and Hepatitis and preventing/reducing risk behaviors

- Conduct presentations capturing project progress, data collection, and lessons learned
- Assist the Prevention Project Coordinator and/or Project Director with preparing press releases and networking with media
- Assist with and coordinate meetings/conferences, phone conferences, and training
- Assist in writing of project needs assessment, evaluation, quarterly reports, and updates and grant proposals
- Design and create media/outreach materials (e.g. brochures, palm cards, flyers)
- Represent and advocate for the program at community events, meetings, and committees

***Skills & Qualifications:***

- Bachelor's degree in health related field or commensurate experience
- Knowledge and understanding of Asian American and Pacific Islander community health issues
- Demonstrated written and oral communication and phone skills
- Familiarity with Microsoft Office Suite: Word, Excel, Access, PowerPoint
- Ability to establish and maintain relationships with individuals from health services and other organizations
- One to two years of community based experience preferred, but not necessary
- Bi-lingual/Bi-cultural in Chinese, Filipino, or Vietnamese preferred
- Commitment and ability to support and implement the goals and objectives of AARS Inc.
- Sensitivity to the issues and concerns related to substance abuse, HIV/AIDS, hepatitis, mental health, persons with different abilities, those who are in recovery, and diverse sexual orientation
- Have a valid Driver's license and vehicle to travel throughout 3 county areas

***Application Deadline:*** Position will remain open until filled. Send resume and letter of interest to:

Asian American Recovery Services, Inc.  
Attn: Phu Tran  
Prevention Project Coordinator  
2201 Sutter Street  
San Francisco, CA 94115

Or Fax to: (415) 776-1066

*Due to large volume of resumes received, we are unable to acknowledge receipt of all applications. Candidates who meet specific qualifications will be contacted during the course of this search.*

*AARS, Inc. is an equal opportunity employer. We encourage applicants from diverse backgrounds, including women, those from different racial and religious backgrounds and diverse sexual orientations. Reasonable accommodation will be made for persons with disabilities*