

Voces Latinas  
Job Description



**POSITION:** Outreach Specialist- Full-Time

**SALARY:**

**REPORTS TO:** Outreach Coordinator

**Mission:** Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a highly skilled Outreach Specialist to help all aspects of the business functions of the organization. This position requires timely, accurate and efficient delivery of accounting and records to provide insight to the Executive Director and Board of Directors on forecasting, budgeting and financial performance reporting. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, having an understanding of public health issues and in-depth knowledge of governmental grants management.

**Essential Duties/Responsibilities:**

- Conduct organizational and street outreach
- Conduct HIV counseling and testing (preliminary and confirmatory) – Pre and Post Counseling
- Ensure linkage to care when needed including accompanying clients to appointments such as medical, legal, housing, mental health, when needed
- Provide health literacy and education
- Keep up to date with local resources available to the community
- Represent *Voces Latinas* at meetings and forums in an utmost professional manner and strengthen linkages with other community partners
- Keep up to date documentation and data entry system
- Other duties as required

**QUALIFICATIONS:**

- B.A. degree, Community Healthcare Worker, or extensive experience in community service.
- Sensitivity to and experience with the needs and circumstances of people with HIV disease or other life-threatening illness, including issues related to domestic violence, diversity, mental illness, and marginalized populations.

- Comfortable interacting in urban populated settings
- Commitment to service as a personal value
- Familiar with resources in Queens County
- Advocacy in issues pertaining to the Latino community
- Excellent written and oral communication skills
- Willing to learn and be flexible
- Bilingual (Spanish and English)

*Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.*

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, people with intersex conditions, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

**Please send cover letter and resume to:**

**Lisette Marrero, MSW – Human Resources at [lmarrero@voceslatinas.org](mailto:lmarrero@voceslatinas.org)**