

Voces Latinas  
Job Description



**POSITION:** Outreach Specialist/Van Driver- Full-Time

**SALARY:** \$16.50/per hour (35 hours a week)

**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/Van Driver to assist in targeted outreach to the LGBTQIA+ community with a special emphasize on Men who have Sex with Men (MSM) as well as the general population. The Outreach Specialist/Van Driver will work in concert with the Outreach Coordinator and other members of the Outreach team. The Outreach Specialist/Van Driver is expected to be well informed about all of Voces Latinas services and programming to ensure appropriate referrals and connections to services pertaining to HIV, STIs, mental health, substance use, domestic violence, and health care connection. This position requires for the person to drive a mobile van daily.

**Essential Duties/Responsibilities:**

- Conduct organizational, street outreach, drive a mobile van
- 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
- Ability to drive mobile unit preferred and NYS driver's license required
- 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, intersex individuals, 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:**

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