



Position	Capacity Building Specialist	Department	STD/HIV/Hepatitis Program
Supervisor	Training and Capacity Building Supervisor	Location	New Orleans, LA

1. Position Summary:

Provide training and technical assistance to personnel working in medical clinics, community based organizations, case managers, and others who work in the field of STD/HIV/Hepatitis C and who may also administer Ryan White funded services for persons living with HIV. Training will also be designed and conducted for internal staff.

2. Minimum Qualifications:

Two years of experience in a professional setting
 Ability to work with people of diverse lifestyles

3. Preferred Qualifications

Associates degree and/or two years completion of a bachelor's degree program and/or lived experience
 Previous experience working in the field of STD/HIV/Hepatitis C
 Training experience both in-person and virtually

4. Required Licenses/Certifications:

None.

5. Position Responsibilities:

60%	Schedules and conducts training on SHHP programs, rapid testing protocols, counseling and testing processes, and other trainings that may arise Provides technical assistance to trainings provided by outside agencies that partner with SHHP
10%	Communicates with clinical sites, community-based organizations, and other external agencies regarding training and capacity-building/provider detailing needs and requests
10%	Coordinates with SHHP staff regarding overall training needs and resources
10%	Completes promotional, scheduling, logistics, evaluation, and follow-up activities during and after training events and updates service training curricula
5%	Participates in various committees and statewide activities, as needed
5%	Performs other duties as required

6. Conditions of Employment:

- Complete initial background check and drug screening.
- If working from home must have internet and phone access (these items are not provided by, nor reimbursed by employer).



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- Adhere to all related agency and regulatory requirements, including HIPPA.
- Adhere to AcadianaCares policies and procedures.
- Complete required agency, program, and software training.
- Adhere to work location timekeeping requirements.
- Maintain objectivity in assessing situations and proposing solutions.
- Attend staff meetings unless excused.

7. Approximate Work Time Distribution

Position is considered full-time with a minimum of 40 hours of work per week.

8. General Work Environment

Ability to move about the work location, with or without assistance, is required.

This is a hybrid position and the distribution of time between office and work from home will be scheduled with the Capacity Building Supervisor.

Hybrid work can include periods of standing, sitting, using computers, scanning documents, talking on the phone, and interacting with related agency representatives, and interacting with clients is expected either in-person or virtually.

Some work may be spent working outside of assigned office location or work from home, including working in residential and community settings, working in other offices, working before or after posted office hours, and working on weekends.

Open Until Filled - Applicants should submit a resume and cover letter to:

SHP_Resumes@la.gov

Must Reference: the **Job Title** in the subject line. EOE/AA Employer