



COMMUNITY PARTNERS IN ACTION JOB POSTING

JOB TITLE: HEALTH EDUCATOR/ADMINISTRATIVE ASSISTANT
DATE: March 4, 2010
POSTING PERIOD: Thursday, March 4, 2010 – Thursday, March 18, 2010
LOCATION: Beyond Fear Program
HIRING MANAGER: Dennis O’Neill, Program Manager

POSITION REQUIREMENTS:

Four year degree, preferably in the education field. (Equivalent in work experience and/or alternative training will also be considered). Good written and verbal skills. Substantial knowledge of AIDS/HIV issues. Demonstrated experience successfully developing and implementing training programs, especially related to health education/risk reduction/prevention methodology. Ability to develop collaborative relationships with inmate population and DOC staff. Demonstrated capability to perform clerical duties as described. Excellent communication skills and computer expertise. Bi-lingual (Spanish/English) helpful.

RESPONSIBILITIES:

- Comply with all funding and reporting requirements.
- Interact with DPH and Department of Correction
- Develop and implement DOC inmate and/or staff training program
- Conduct learner needs assessments
- Counseling and testing
- Assist program coordinator in evaluation of educational/training program
- Operate personal/office computers
- Type and file program materials
- Prepare program forms
- Order and manage office supplies and equipment
- Maintain personnel attendance records
- Provide telephone coverage including screening calls and documenting messages
- Record statistical information and input data
- Provide office management and maintain central filing system
- Maintain and update statistical and program information
- Coordinate the calendar of HIV staff
- Maintain contractor billing records

INTERCHANGEABILITY:

- Perform duties of all other staff as required

REPORTS TO: Program Manager

Apply to: Human Resources Director
110 Bartholomew Avenue
Hartford, CT 06106

Or by fax: (860) 566-8089

Or by e-mail: resumes@cpa-ct.org (MS Word documents only)

All internal candidates must submit an Internal Job Application signed by their immediate supervisor