

**College of the Siskiyous
Job Description**

Job Title: Program Grant Coordinator, HIV Education **FLSA:** Non-Exempt
Group: Classified **Salary Class:** X **Salary Schedule:** Classified

Job Summary

Coordinates the grant-funded HIV Education project. Designs and supervises peer HIV and alcohol education and campus awareness activities.

Essential Duties and Responsibilities-include the following

This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Directs and supervises the HIV program. Provides HIV testing.

Recruits and trains peer educators.

Presents HIV education in-service training to faculty, staff and students.

Organizes campus-wide AIDS awareness days.

Schedules classroom presentations. Revises presentation formats.

Monitors budget and expenditures.

Collaborates with community agencies for resources and support. Coordinates outreach within county schools.

Prepares correspondence; prepares progress and year-end reports; maintains records; documents activities and student participation.

Monitors grant compliance and submits revisions.

Performs related duties as assigned.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities. A typical way to obtain these would be:

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Associate's degree in a health related field. Bachelor's degree preferred. At least one (1) year of teaching or nursing experience.

Knowledge of: Principles and practices of HIV education; Recruitment strategies; Program development; HIV/AIDS facts; Grant and budget management.

Ability to: Provide technical leadership in HIV education; communicate effectively verbally and in writing; operate a PC and related software; maintain effective working relationships with other people.

Physical Demand: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in indoor conditions and regularly works near video display. The employee is occasionally exposed to outside weather conditions and uses personal vehicle and occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Licenses and Certificates: When using a district vehicle a valid California driver's license and evidence of appropriate automobile insurance based upon DMV regulations may be requested.

Job Description Approved: 2/03