



Health & Wellness Specialist

by [Jeremy Andrews](#) | May 7, 2024 | [Careers](#)

OUTMemphis Health and Wellness Specialist

Position Title: Health and Wellness Specialist

Reports to: Health and Wellness Director

Status: Part-Time/Full-Time, hourly

Salary: \$15-\$17/hour

SUMMARY:

The Health and Wellness Specialist is responsible for providing: HIV testing in nontraditional settings and via home HIVST (HIV self-test), Prep/PeP navigation services, service kits and additional sexually transmitted infection (STI) screenings, as offered by The Community Center. The Health and Wellness Specialist will also assist in the data tracking of program needs and services identified, develop community outreach and engagement at community events as scheduled, provide additional Transgender Services support, provide nutritional knowledge, and facilitate health and wellness linkages and referrals as needed. The Health & Wellness Specialist will embody a holistic inclusive approach to all Wellness Programs and other Community Center services. The Health & Wellness Specialist must possess the cultural humility to work in nontraditional spaces with people of many backgrounds. This role will include some nights and weekend shifts, and the Health and Wellness Specialist must provide OUTMemphis Community Center coverage as needed, to greet visitors and work with program teams to ensure that quality of services are maintained. This specialist will report directly to the Director of Health and Wellness and will work collaboratively with the Director to ensure program goals and service deliverables are met.

DUTIES AND RESPONSIBILITIES:

- Conduct prioritized outreach to increase sexual health and wellness outcomes for all persons; particularly persons living with HIV/AIDS, gay/bi/MSM, persons of transgender and gender nonconforming experience, and people of color.
- Engage individuals in their own neighborhoods or venues to provide HIV-related health information, sexual health and education, referral/linkages to care for nutritional as well as Senior services
- Assist in the planning, implementation and evaluation of cross departmental programming, including the Metamorphosis Project, Health & Wellness, Sexual Health, Transgender Services and PRYSM.

- Support the Health and Wellness Director in implementation and maintenance of overall program services and deliverables. This includes, but is not limited to, accurately collection data, engaging in critical consortiums and trainings, completing day to day building tasks, etc.
- Assist visitors to the center in accessing services and resources, including helping with food pantry items, referrals to other agencies, transportation cards, using technology at the center, applying for social service programs that provides assistance, etc.
- Attend and stay updated on training courses to ensure continued certification to offer HIV and Prep/PEP navigation services, in collaboration with the Sexual Health Specialist and Director of Health & Wellness.
- Collaborate with staff to ensure the OUTMemphis Community Center is adequately staffed for open hours.
- Assist in all daily operations of the Community Center including sign-in/sign-outs, HIV testing, cleaning checklists, organization tasks, etc.
- Collaborate with staff to provide a welcoming and affirming space for visitors and community members. This includes, but is not limited to; maintaining the cleanliness of the building, greeting guests at the front door, helping visitors fill out forms, checking emails and voicemails, completing opening and closing tasks as assigned, working front desk shifts, etc.
- Collaborate with staff to maintain the safety of all program and participants and visitors by explaining and enforcing policies and procedures of the Community Center

CORE COMPETENCIES:

- Bachelor's or Associates degree in public health or related area, OR a minimum 2-years' experience in any of the following: non-profit sector, public health, youth (24 and under) development, mental health, education, housing and homelessness, and/or queer and trans advocacy, or another related field
- Demonstrated professional leadership on issues of racial, socio-economic, ability, and age disparities and capacity to speak towards cultural intersectionality within the LGBTQ+ community
- Demonstrated ability to work effectively with people of diverse backgrounds including age, gender, sexual orientation, education, and ethnicity, in a multicultural environment – Knowledgeable and sensitive to the issues affecting gay, lesbian, bisexual, transgender, asexual, intersex, and questioning youth and adults
- Specific knowledge about black and brown queer and trans issues in the Mid-South, including HIV, homelessness, overincarceration, sex work, family conflict, and other experiences preferred
- Demonstrated ability to work in a hands-on environment, maximize resources and build and maintain relationships with a wide array of people – Must be able to collaborate and work with diverse constituencies in a fast-paced, mission-driven environment
- Strong verbal and written communication skills, including strong organizational, deescalation and interpersonal skills – Strong computer skills including word processing, database operations, spreadsheets, and other software systems; experience with data entry preferred

This position will require some evening/night and weekend hours. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. OUTMemphis provides a comprehensive Workplace Accommodations procedure available to all employees. OUTMemphis affirmatively values diversity and seeks to hire staff that reflect the diversity of our community. Transgender people, non-binary people, intersex people, people of color, formerly incarcerated people or people with criminal records, and people with disabilities are particularly encouraged to apply. OUTMemphis provides reasonable accommodations for the application, interview, or any other aspect of the employee selection process to applicants with disabilities. Please email careers@outmemphis.org to request an accommodation.

To apply for this position, please [complete the application via the application link](#) and email your resume and cover letter to careers@outmemphis.org. Phone calls and email inquiries regarding this position will not be replied to.

OUTMemphis: The LGBTQ+ Center for the Mid-South

outmemphis.org | (901) 278-6422 | info@outmemphis.org

Community Center: 892 S. Cooper Street, Memphis, TN, 38104

Administrative & Donation Center: 832 Virginia Run Cove, Memphis, TN, 38122

Youth Emergency Center: 2055 Southern Ave., Memphis, TN 38104