



Capacity Building Assistance Specialist for Effective Behavioral Interventions/Public Health Strategies

JOB SUMMARY

Under the supervision of the Capacity Building Assistance Program (CBA) Coordinator and CA PTC/CBA Director, the CBA provider will be responsible for planning, delivering, and evaluating capacity building assistance for HIV prevention providers. The CBA provider will also be responsible for delivering a variety of trainings from the Diffusion of Effective behavioral Interventions (DEBI) program, in public health strategies (PHS), and/or monitoring and evaluation. Specific CBA provider duties are described below:

Job Status:	Full Time	Work Schedule:	Days
FLSA Status:	Non-Exempt	Travel Required:	25-40%
Reports To:	Executive Director	Supervises:	None

Essential Functions

Provide technical assistance duties in collaboration with requesting agency, including conducting initial assessment to determine needs, development of an action plan based on assessment, delivery of CBA services, based on action plan, and in concurrence with requesting agency, and evaluate CBA service delivery.

Conduct a variety of trainings from the Diffusion of Effective behavioral Interventions (DEBI) program, in public health strategies (PHS), and/or monitoring and evaluation, based on requests from CDC vs. CRIS system

Develop evaluation instruments to assess short- and long-term knowledge, skill, and performance acquisition for CBA recipients. Plan and develop technical assistance or trainings based on needs identified through short- and long-term assessments.

Attend various meetings and conferences with the Centers for Disease Control (CDC), State Office of AIDS (OA), local health departments, and other agencies involved in specific CBA and training activities, as needed)

Administer and analyze evaluation instruments to assess capacity building needs and short- and long-term knowledge, skill, and performance acquisition for CBOs and Health Departments requesting assistance.

Conduct required CBA activities and trainings, as specified in grant requirements and scope of work, ranging from one to five days in length in effective behavioral interventions and public health strategies at various locations around the United States and territories.

Network with other CBA providers and PTC staff to insure that all services are consistent with CDC and CA CBA philosophy, standards of quality and practice.

Conduct follow up technical assistance and consultation, as directed, with CBOs and health department training participants or programs to ensure that technical assistance or training skills are successfully implemented.

Develop content for Webinars and other presentations using PowerPoint and various distance learning programs such as WebEx, Live Meeting, Go To Meeting, Illuminate, etc. Set up and facilitate live training events using the above technology.

Non-essential Functions

Other duties as directed.

Job Qualifications

A working knowledge of effective behavioral interventions (EBI) and public health strategies is required. Training and curriculum development; skill acquisition and behavior change theory, experience in program planning, implementation, and evaluation of EBIs or public health strategies is preferred. Must possess good group process skills and be able to work independently in a fast-paced environment with minimal supervision. Excellent oral, written, and presentation skills are essential.

Experience and Educational Requirements

Two years experience implementing STD or HIV prevention programs, including training in evidence-based interventions (EBIs) from the Diffusion of Effective behavioral Interventions (DEBI), public health strategies (PHS), and monitoring and evaluation (M&E) activities required. Background in behavioral interventions, program planning and evaluation, client centered counseling, or related area strongly preferred. Masters degree in Public Health, or related field and two years delivering training and technical assistance in the above areas required. A minimum of Bachelor's degree in public health, psychology, social welfare, social sciences, or related field, with emphasis in health psychology or public health, with three or more years' relevant experience may be considered in lieu of the above requirements. Experience working with minority populations and persons at increased risk for HIV transmission or acquisition is preferred.

SALARY- Commensurate with qualifications and experience.

APPLICATION PROCEDURE:

Interested individuals for this position in the California Capacity Building Program must submit a resume and cover letter by email to greg.mehlhaff@cdph.ca.gov or mail to California Capacity Building Program, 300 Frank Ogawa Plaza, Suite 520 Oakland CA 94612, Attention: Greg Mehlhaff. Please indicate job title in all submissions.

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Deadline to apply is December 4, 2009 5pm PST