



Job Description – Prevention & Linkage Coordinator

Reports To: Prevention Manager

FLSA Status: Non-Exempt

SUMMARY

Responsible for supporting Prevention Manager and Prevention Department's activities including coordination of testing and outreach events. Provide timely and appropriate deliverable data, as needed. Work with grantee and monitoring organizations as needed. Maintain proper amounts of supplies for outreach and testing. Train new testers and outreach staff on proper protocol. Responsible for providing HIV prevention education, outreach, and testing to people living with HIV and people at risk of acquiring or transmitting HIV.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following.

1. Present current and accurate HIV-related educational information including definition, identification, statistics, transmission, prevention, management, treatment, resources, and testing.
2. Link individuals and their families to HIV and/or STI/STD testing and counseling, as well as other needed services (i.e., Food Pantry, PrEP/nPEP, Support Groups, or Case Management).
3. Provide and participate in presentations and outreach activities to specifically identify persons living with HIV or those at-risk of acquiring HIV, as well as those affected by or at-risk for acquiring STI/STDs
4. Participate in continuing education on HIV and other STI/STDs, Health Education, HIV Counseling, Testing and Referrals, PrEP, Linkage to Care, and medical treatment advances.
5. Network with other HIV service agencies and local social service agencies to enhance, facilitate, and expand services to clients.
6. Communicate observations or concerns to Prevention Manager and document accordingly.
7. Assist in the completion of monthly grant reporting, as directed.
8. Enter all statistical data from HIV 1628's into database.
9. Maintain all testing files and other contract mandated forms in accordance with the FDOH.
10. Arrange and store all files in appropriate place prior to being sent to storage for safekeeping complying with the identified retention schedule.
11. Report all newly diagnosed and previously positive test result to Orange County Health Department Surveillance in accordance with FDOH reporting requirements.
12. Work and collaborate with Development Department to increase promotional and marketing messages, as well as maintain up-to-date, relative, and culturally competent promotional materials.
13. Work with case managers, referral specialist, and peer mentors to assess individual client needs and guide clients to benefit from the services available through Ryan White or alternative sources.

14. Provide HIV testing and counseling, both in office and at offsite locations, including correctional facilities.
15. Provide relevant, accurate, and appropriate risk reduction information via one on one and in a group setting, distributing literature and safer sex supplies, and explaining how supplies may be used to reduce risks.
16. Conduct outreach at events and in community locations and hangouts frequented by the program's target population (Black/African American women and women, Hispanic/Latino women and women, gay and bisexual men/men who have sex with men, transgender women and men).
17. Attend community meetings and conduct guest speaking presentations to inform and increase awareness of the program within the community.
18. Promote and link eligible clients to agency's medical clinic and patient assistance program.
19. Review and check all 1628 and testing forms from the department for errors.
20. Monitor and reorder testing and outreach supplies as needed including test kits, testing supplies, phlebotomy supplies, condoms, lubricant and condom packet bags.
21. Train, and monitor newly trained, testers through their introductory testing period. Work with Programs Director and Area 7 staff for final certification.

OTHER RESPONSIBILITIES

Performs other work-related duties and special projects as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE AND SKILL OF:

- ☐ Modern office practices, procedures, and equipment
- ☐ HIPAA laws and confidentiality requirements
- ☐ Excel, Word, and basic computer operations
- ☐ HIV transmission, prevention, and disease process.
- ☐ HIV/AIDS prevention strategies
- ☐ Substance Abuse, HIV/AIDS, TB and Hepatitis as they relate to prevention and medical adherence among special populations
- ☐ Resources in the business community

ABILITY TO:

- ☐ Communicate effectively both orally and in writing with a diverse population varying in age, physical/mental health, lifestyles, and cultural/ethnic backgrounds
- ☐ Meet time schedules, deadlines, and plan and organize work

- ☐ Work confidently with discretion and independently with little direction
- ☐ Work cooperatively with others using tact, patience, and courtesy
- ☐ Maintain current knowledge of technological advances in the field
- ☐ Work with confidential data with discretion
- ☐ Be sensitive to issues involved in working in a multi-cultural, community-based organization
- ☐ Work with and serve clients effectively from diverse backgrounds and (multi-racial, cultural and economic backgrounds)
- ☐ Provide positive feedback, empathy, encouragement and guidance to program participants
- ☐ Display productive leadership behavior and encourage a learning environment for staff and participants
- ☐ Communicate effectively with staff, program participants, service providers and community members
- ☐ Recognize and adhere to professional boundaries.
- ☐ Inspire and motivate participants to positive outcomes through positive role modeling.
- ☐ Establish and maintain effective working relationships and with business community
- ☐ Conduct individual and group education presentation on topics related to HIV & STDs, safer sex practices, and HIV prevention education
- ☐ Organize events

EDUCATION AND/OR EXPERIENCE

Bachelor's degree from an accredited college or university or an associate degree and two (2) year of HIV or health education experience.

CERTIFICATES, LICENSES, AND/OR REGISTRATIONS

None required.

PHYSICAL DEMANDS

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 talk, hear and to use hands to finger, handle or feel. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

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. The noise level in the work environment is usually moderate.