

## **JOIN THE TEAM!**

### **HIV RN Coordinator**

#### **Full Time**



Join the Eisner community healthcare team! Founded in 1920, Eisner Health provides high-quality, integrated community healthcare to the underserved population in Downtown Los Angeles, Lynwood, Van Nuys, Panorama City, and Sherman Oaks. As one of the largest providers of accessible, free, or low-cost health and social services in the area, Eisner Health offers a wide variety of opportunities to choose from. So don't delay, we are waiting to hear you!

### **Quick Facts:**

The HIV RN Coordinator supports Eisner Health's Ending the HIV Epidemic (EHE) initiative by providing project management oversight and clinical support. The primary clinical goal of the HIV RN Coordinator is to lead and manage effective engagement with newly diagnosed individuals and to connect them to HIV treatment care. The HIV RN Coordinator will work across clinic and partner sites to collaborate with clinicians, other members of Eisner Health's care team, and community resource representatives to engage patients in HIV testing, counseling, and coordinating care to HIV treatment as needed. In addition, the HIV RN Coordinator will assist Eisner Health staff with HIV testing, PrEP monitoring, and adherence.

### **Position Duties:**

1. Tracks and manages the development of Primary Care HIV Prevention (PCHP) activities across the organization.
2. Coordinates tasks between internal and external team members by facilitating communication with all stakeholders.
3. Drives the risk management process by identifying and communicating project risks.
4. Provides advice and guidance on effectively implementing a new process flow; validates compliance with new processes; monitors compliance and recommend process improvement to department leads.
5. Maintains a set of focused strategies, designed to improve the linkage (and ongoing engagement) to HIV primary medical care of recently diagnosed HIV-infected persons; individuals of known HIV status who have never sought medical care, and HIV-infected persons who have dropped out of care and are no longer receiving HIV medical care and treatment.
6. Supports medical clinics and other related activities at partner's recuperative care center in an integrated manner with partner's procedures and under guidance from Eisner provider.
7. Engages and coordinates with Eisner providers to ensure timely access to HIV treatment for newly diagnosed individuals.
8. Performs HIV reporting to County.
9. Provides counseling and rapid HIV testing to NHF guests seeking those services, as needed.
10. Supports health behavior change utilizing motivational interviewing and trauma informed care practices.
11. Identifies patients' unmet medical needs and coordinates with Eisner providers and partner HIV provider(s) to ensure that standards of care are met, and any gaps or barriers are addressed.
12. Identifies patients' unmet nonmedical needs or barriers to adherence and retention in care, and coordinates with other Eisner staff (e.g., social workers) and community resources to address needs and barriers.
13. Supports access to and coordination of PrEP treatment for patients, as needed.
14. Utilizes population health registry to manage patients and track trends in overall HIV services performance.
15. Maintains HIV/STD testing records to ensure that all documentation required by funders and agency Quality Management Plan is on file.
16. Supports the completion of reports to funder as directed by supervisor and/or Development Manager.
17. Communicates directly and regularly with providers on patients' medical care as appropriate.

18. Serves as primary contact to individuals newly diagnosed with HIV.

### **Requirements and Qualifications:**

1. Associate Degree in Nursing required. Bachelor's Degree in Nursing preferred.
2. Current and unrestricted California RN License.
3. Current AHA CPR certification.
4. Minimum of two years of experience in leading short- and long-term projects, preferably in a health care setting preferred.
5. Minimum of three years of experience in direct patient care, preferably in an ambulatory care setting.
6. Experience in chronic disease management, case management, utilization management and quality improvement projects, is preferred.
7. One year HIV or Sexually Transmitted Infections (STIs) healthcare experience is preferred.
8. A solid knowledge of HIV disease, including natural history, symptoms, and treatment.
9. Knowledge of substance abuse issues and treatment and related sexual risks.
10. Maintain highly confidential personal and medical information in accordance with HIPAA regulations.
11. Communicate effectively with people of various educational, socio-economic, and cultural backgrounds.
12. Exercise tact, objectivity, sensitivity, and sound judgment in dealing with a variety of people in a variety of sensitive situations.
13. Understand and follow written and oral instructions from physicians, advanced practice clinicians and apply departmental policies, procedures, and protocols applicable to work.
14. Strong computer skills and knowledge of word processing and electronic health records.
15. Establish and maintain effective working relationships with other staff members, patients and others encountered in the course of work.
16. Valid California Driver's License and active automobile insurance required.
17. Bilingual skills, a plus (English/Spanish fluency preferred).

### **In addition to competitive salaries, Eisner Health offers eligible full time and part time employees the following benefits:**

- Affordable Medical, Dental, and Vision Insurance. HMO & PPO options available!
- Employer-Sponsored Group Life and Long Term Disability Insurance
- Voluntary Supplemental Insurance
- Retirement Plan – 401k
- Transportation and Parking Subsidies
- Flexible Spending Health and Child Care Plans - Section 125
- Robust Paid Time Off (PTO) Program
- Tuition and CME Reimbursement
- Employee Assistance Program (EAP)
- Paid Holidays
- Paid Jury Duty Leave

**EEO Statement:**

- Eisner Health is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Eisner Health does not discriminate on the basis of race, religion, color, sex, gender identity, gender expression, sexual orientation, age, disability, national origin, or veteran status.

**TO APPLY, EMAIL YOUR RESUME TO: [JFALCON@EISNERHEALTH.ORG](mailto:JFALCON@EISNERHEALTH.ORG)**