

# Job Announcement



**Position Title:** HIV Patient Navigator & Case Manager

**Department:** Medical Services

**Supervises:** None

**FLSA:** Exempt

**Reports To:** Medical Services Director & Program Provider/Director

**Effective Date:** 4/2022

**Written by:** Human Resources Department

**Approved by:**

**Mission Statement:** It is our mission to improve the quality of life for the diverse communities of South Los Angeles and Southeast Los Angeles County by providing affordable and comprehensive health care and education in a welcoming and multi-cultural environment. We aim to lead the way in health care in South Los Angeles, as the premier provider and employer of choice offering comprehensive, high quality, affordable, efficient, and culturally responsive services.

## **General Summary:**

Under the general supervision of the HIV Prevention Program Provider/Director and in collaboration with SCFHC Medical Services Director, provide community outreach, education, and case management services targeting at-risk African American and Latinx patients living in South Los Angeles. Must be knowledgeable of South Los Angeles and proficient in working with at-risk populations, networking to educate, raise and increase awareness, recruit, and enroll eligible individuals into HIV prevention modalities. Attend provider and community meetings to increase awareness and create referral networks among other organizations and groups. Responsible for performing rapid HIV testing and counseling, facilitating groups, conducting individual sessions, and making referrals to HIV care when needed. Prior work experience in social services, health, or substance abuse settings is strongly preferred.

## **Summary of Essential Duties:**

- Provides clients with confidential and personalized risk and medication adherence assessments to assist with reduction and adherence.
- Develops PrEP/PEP resources available for the clients in need of the services; develop a network with PrEP/PEP providers.
- Provides access to HIV prevention modalities, including biomedical prevention services (PrEP/PEP), and ensures access, follow-up, and adherence to PrEP/PEP, including supportive services that can enhance risk reduction, behavior change, adoption, and maintenance.
- Provides, and ensures access and active referral to the screening of STI/STD's.
- Collaborates with project staff to advertise and promote the SCFHC HIV prevention and treatment programs.
- Conducts rapid HIV testing and counseling in various venues to include community sites and platforms, mobile units, and health fairs when needed.
- Maintain communication between inter, and intra-organizational service providers for successful coordination of services.
- Provides outreach and follow-up services.
- Conducts presentations on HIV and sexual health-related topics as needed.
- Provides follow up on appropriate referrals to community services.
- Refers individuals infected with HIV to case management, medical care, supportive services, and other services as needed and thoroughly follow up on and document all referrals made.
- Provides accurate information about HIV transmission, prevention, and testing to the community.

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- Completes all testing and referral procedures and documents in a detailed, professional, and timely fashion.

**Job Specifications:** *(Knowledge, skills, abilities, and experience generally required for competent performance)*

## Education and Knowledge

- Bachelor's Degree in a health-related field or comparable years of qualifying educational/work experience.
- Experience working in substance abuse, human service, or a social service setting is preferred.
- State certification in HIV testing and counseling is preferred.
- Successful completion of the American Academy of HIV Medicine, the non-provider curriculum within six months of hire.
- Successful completion of National STI/STD & HIV Curriculum within six months of hire.

## Experience

- Two to four years of work experience providing human services, health care services, or outreach services.
- Experience with data entry and collection.
- Formal training in HIV education and prevention is highly desirable.
- Valid California Class "C" driver's license.

## Required Skills/Knowledge/Abilities

- Excellent written and oral communication skills. Experience presenting information in written graphic and oral formats.
- Develop and maintain effective working relationships with co-workers
- Must be able to communicate effectively, in English, both verbally and written
- Excellent interpersonal, organizational, and project management skills
- Computer knowledge, Microsoft Office products (Word/Excel), communication systems and internet search capabilities
- Ability to build and foster strong relationships with people across many levels and diverse backgrounds
- Must have proven ability to drive team and individual performance to reach or exceed key performance metrics.
- Demonstrated ability to handle highly confidential information.
- Excellent collaboration skills required for community relationship building
- Bilingual and Bi-literate Spanish/English preferred

**Deadline: Open until filled**

**TO APPLY:** Send cover letter & resume to Human Resources at [hr@scfhc.org](mailto:hr@scfhc.org) or fax to (323) 432-4877

**TO APPLY PLEASE VISIT:** <https://recruiting.paylocity.com/recruiting/jobs/All/325da02f-904e-426b-ab73-f734fa9906c9/South-Central-Family-Health-Cent>