

**SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT**

Title: Prevention Service Navigator (Los Angeles County)

Division: APAIT

FLSA: Non-Exempt

Supervisor: Associate Director

Salary: DOE, plus comprehensive benefits

Date: 5/19/17

Summary

Under the supervision of the Associate Director, the Prevention Service Navigator works to ensure that individuals at high-risk for HIV are linked and retained into appropriate prevention, biomedical, and/or ancillary support services. Additionally, the Prevention Service Navigator refers and links high-risk individuals to HIV/STI screenings, as needed. Experience working with diverse ethnic and cultural communities is a must, including, but not limited to the following populations: people of color, gay/lesbian/ bisexual/ transgender/questioning individuals, limited English proficient, and/or undocumented immigrants, substance users, and homeless persons, of varying ages. This is a full-time position and will require flexible hours including evenings, weekends, and some holidays.

Essential Functions

1. Assist high-risk HIV-negative individuals with resources and referrals to appropriate HIV prevention, HIV/STI screenings, biomedical interventions (PrEP/n-PEP), and/or other ancillary support services.
2. Provide support to clients to ensure successful linkage and retention to appropriate prevention, biomedical, and/or medical services and programs.
3. Obtain information on health insurance programs and other public health services for patients and assist with the submission of patient applications.
4. Conduct patient follow-up to ensure services were obtained and provide additional support as needed.
5. Conduct outreach and client engagement/recruitment activities to individuals at high-risk for HIV.
6. Implement programmatic scope of work at a minimum of 85% completion rate.
7. Report on intervention activities and propose strategies to address challenges in implementation and emerging trends.
8. Provide necessary program documentation including the completion of reports, administration of evaluation tools, project information, program data, and other program related assignments.
9. Represent the agency by attending local planning groups, community forums, and collaboration meetings as assigned.
10. Other projects as assigned to meet program and agency mission, goals and objectives.
11. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
12. Regular attendance.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. Bachelor's Degree in Social Work, Psychology or Public Health related fields or two years of direct service in HIV prevention, or related field.
2. Knowledge of HIV/AIDS risk behaviors, STDs, human sexuality, substance addiction, and HIV behavior change principles and strategies.
3. Fluent in Spanish (read, speak, and write).
4. Ability to develop and maintain written documentation (assessments, service plans, progress notes, monthly reports, and other programmatic documentation).
5. Ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment.
6. Reliable transportation.
7. Valid California driver's license, plus proof of current automobile insurance.
8. Verification of employment eligibility.
9. Passing of background check.
10. Updated tuberculosis test (annual requirement) read, reviewed, and dated by a clinician within 6 months of start date.
11. Great attitude and people skills; strong interpersonal skills and ability to relate to individuals from diverse backgrounds.
12. Ability to master a wide-range of information, adapt, take initiative, and work in a team-centered environment.
13. Ability to communicate effectively both verbally and in writing.
14. Experience and knowledge MS Office (Word and Excel a must).

Non-Essential Qualifications - Knowledge, Skills and Abilities

1. Experience and knowledge of Publisher and Outlook software.

Supervisory Responsibilities

1. This position does not have formal supervisory responsibilities.

Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, and natural light from windows.

Physical Requirements

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

Mental Requirements

1. This position must be able to accommodate to any/all of the following: constant distractions, interruptions, uncontrollable changes in priorities/work schedule, availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.
-

Application Process:

Please submit cover letter and resume by e-mail to: Peter Cruz, Associate Director at peterc@apaitonline.org.
NO PHONE CALLS PLEASE.
