

ST. CLAIR COUNTY HEALTH DEPARTMENT

Position Title: HIV Retention Program Coordinator
Pay Grade: C2
Division: Community Health

Salary Range: \$35,100- \$48,750
FSLA: Non-Exempt
Union Status: No

POSITION SUMMARY

With minimal supervision, serves as an HIV Program Coordinator for Ryan White Medical Case Management, Shelter Plus Care, HIV surveillance and retention services. Provide a range of client-centered activities focused on improving health outcomes in support of the HIV Care Continuum.

Assess HIV client's medical and supportive service needs and determine readiness for, and adherence to, complex HIV treatments. Work closely with clients and other members of the multidisciplinary team to address barriers client's encounter that prevent them from remaining adherent to medical care and treatment. Develop care plans, coordinate services, track medical outcomes, and document progress. Ensure all HIV cases reported to the St. Clair County Health Department are properly followed and reported to the Illinois Department of Public Health for surveillance and partner services. Participate in quality improvement activities in an effort to improve health outcomes of individuals living with HIV in the Southwestern Illinois HIV Care Connect 12-county region.

SUPERVISION EXERCISED

Provides no direct supervision to Health Department staff.

SUPERVISION RECEIVED

This position is mostly self-directed and report to the HIV program manager

ESSENTIAL FUNCTIONS:

1. Repeatedly assess individual health and service needs and barriers to care in conjunction with a multidisciplinary team.
2. Develop, implement and evaluate the effectiveness of individualized care plans.
3. Provide timely and coordinated access to medically appropriate levels of health and support services, with a special focus on housing, as well as continuity of care.
4. Provide treatment adherence counseling ensure readiness for and adherence to complex HIV treatments.
5. Provide health education, risk reduction, partner services, screenings and counseling to HIV positive individuals, their at-risk partners and other individuals in their support system.
6. Conduct case finding activities, provide testing and ensure proper reporting to IDPH.
7. Active participation in program related advisory groups, planning bodies, advocacy committees and quality improvement committees.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

JOB REQUIREMENTS AND QUALIFICATIONS

Must have experience working with a diverse population including individuals of all ages, races, ethnicity, gender, sexual identity, sexual orientation and background. Must have the ability to follow strict documentation guidelines, interpret pertinent laws, policies and procedures of the agency, the State of Illinois and the Federal Government. Requires the ability to establish and maintain respectful working relationships with medical providers, social service providers, and sub-recipients. Requires working knowledge of Microsoft Word, Microsoft Excel, as well as the ability to quickly adapt to the program's client level database.

A Master's degree in a behavioral science, social science or health-related field, plus 1 year of experience in medical case management and/or HIV-related services or a Bachelor's degree in behavioral science, social science or health-related field, plus 3 years of experience in medical case management and/or HIV-related services.

ESSENTIAL PHYSICAL/COGNITIVE ABILITIES

- The ability to sit, flex, stand, reach, and bend
- The physical strength to lift, carry, and transport materials/equipment that are equivalent to thirty (30) pounds
- Visual acuity, auditory ability, and clear written and verbal communication ability
- Manual dexterity and the ability for data input into various computer programs
- The ability to maintain professional behavior at all times

SPECIAL REQUIREMENTS

- The ability to work necessary hours to meet the position requirements, including evenings and/or weekends as assigned
- A dependable automobile for use in position
- Adequate auto insurance in effect as well as a valid Driver's License to reimburse mileage expenses for driving personal vehicles on County business
- Adherence to all local, state, and federal regulations pertaining to OSHA guidelines
- May require provision of services at off-site locations
- All employees in a union exempt position must adhere to the St. Clair County Personnel Code