



**Job Title:** HIV Linkage Coordinator

**Department:** Community Initiatives

**Salary:** \$30,000 - \$40,000 plus benefits

**Posting:** Open until filled; submit cover letter and resume to [hr@wellflorida.org](mailto:hr@wellflorida.org)

**Location:** Gainesville, FL

### **General Description**

This is a full-time staff position, 40 hours a week. The HIV Linkage Coordinator is a regional position within the HIV High Impact Prevention Program in the Community Initiatives Department at WellFlorida Council. The HIV Linkage Coordinator serves 15 north central Florida counties in Area 3/13 (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Hernando, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee and Union.) The HIV Linkage Coordinator is responsible for linking newly diagnosed and re-engaging previously diagnosed HIV-positive individuals into the HIV/AIDS system of care within Area 3/13. The HIV Linkage Coordinator works collaboratively with Department of Health Disease Intervention Specialists (DIS), Ryan White Part B Case Managers (Florida Department of Health in Alachua County), Ryan White Part B Eligibility Specialists (Catholic Charities) and the Ryan White Part B and HOPWA lead agency staff (HIV Patient Care Program at WellFlorida). The HIV Linkage Coordinator will collaborate and coordinate frequently with Area 3/13 system of care partners to address the needs of clients. This position will also include data entry and clerical functions and client chart management. The HIV Linkage Coordinator position requires minimal supervision and makes independent decisions in providing direct disease and public health awareness intervention activities to HIV positive clients. The HIV Linkage Coordinator acts as the primary linkage and re-engagement contact for the HIV High Impact Prevention Program. The HIV Linkage Coordinator will also be required to assist in HIV Testing events and other HIV High Impact Prevention activities as needed.

### **Knowledge, Skills and Abilities**

- Ability to work with considerable independence.
- High level of professional conduct.
- Ability to communicate effectively.
- Demonstrate cultural competency and cultural humility.
- Training and experience in HIV testing, counseling, and HIV data.
- Familiar with Ryan White Part B and Area 3/13 HIV related services.
- Training and experience in linkage to care resources and coordination.
- Clean driving record and reliable transportation with ability to navigate 15 county region.
- Enters data and performs clerical duties including data audits, file management, and general office skills. Computer experience with Microsoft Word, Excel, and Power Point required.

### **Duties and Responsibilities**

- Present safer sex outreach/prevention education and risk reduction (to HIV positive and HIV negative populations)
- Maintains safe, secure, and healthy work environment by following standards and procedures; complying with legal regulations activities.
- Keeps current with pertinent laws and regulations regarding HIV testing and counseling as well as professional principles and practices in the fields of health care and health data analysis.
- Present HIV Linkage Data and analysis of program results on monthly basis.
- Routinely delivers free condoms for distribution.

- Coordinates with outreach workers and business to conduct HIV outreach in areas of high need.
- Follow all HIPAA compliance and regulations in accordance to local, state, and national regulations.
- Works closely with Department of Health and Ryan White Eligibility services staff to coordinate linkage to care and medical case management.
- Stay current on local resources in each county for HIV+ individuals (including PrEP, housing assistance, support groups, etc.)
- Provides direct one-on-one linkage to care services to HIV+ individuals throughout 15 county region.
- Responds in a timely manner to the needs of clients and HIV program staff (internal and external).
- Contacts newly referred linkage clients within 48 business hours of receipt of referral.
- Maintains appropriate client charts documenting all calls, meetings and services provided.
- Follows the strengths-based approach of the ARTAS model (Anti-Retroviral Treatment and Access to Services). Through this model, clients identify and use personal strengths, and create and execute a plan to access the care they need in a sustainable autonomous manner.
- Links clients to community resources (clothing, housing, meals, support groups, etc.)
- Maintains quality HIV testing results by following department procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.
- Keeps current with pertinent laws and regulations regarding HIV testing and counseling as well as professional principles and practices in the fields of health care and health data analysis.
- May perform other tasks and duties as directed by the Director of Community Initiatives or the HIV High Impact Prevention Program Coordinator.

### **Education and/or Experience**

Bachelor's degree in Public Health, Social Work, Sociology, Health Education, Psychology or related field is preferred. High School Diploma or GED required. Two years of related work experience preferred or equivalent combination of education and experience considered. Knowledge of community and familiarity with HIV prevention programs required. HIV 501 Certification a plus. Must retain HIV 501 Certification within 60 days of hire.

### **Supervisory Responsibilities:**

This job has no supervisory responsibilities.

Night and weekend hours required. Driving at night is required.