

**SPECIAL SERVICE FOR GROUPS
JOB ANNOUNCEMENT**

Title: Linkage-to-Care (LTC) Specialist

Division: APAIT

FLSA: Non-Exempt

Supervisor: CHESSE Program Manager

Salary: \$20.00/hr. - \$23.00/hr. (DOE), plus comprehensive benefits

Date: 2/13/2014

Summary

Under the supervision of the Community Health Education and Support Services (CHESSE) Program Manager, the LTC Specialist will identify and link HIV-positive clients to HIV medical care through the implementation of outreach, brief intervention sessions, graduated disengagement, and follow up. 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 community, monolingual 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. Identify and link HIV-positive clients to HIV medical care through the implementation of outreach and brief intervention sessions per agency and Division of HIV and STD Programs (DHSP) guidelines.
2. Conduct patient follow-up to ensure services were obtained and provide additional support as needed.
3. Implement programmatic scope of work at a minimum of 85% completion rate.
4. Report on intervention activities and propose strategies to address challenges in implementation and emerging trends.
5. Provide necessary programmatic documentation, including the timely completion of reports, administration of evaluation tools, and other program related assignments.
6. Assist in the coordination and participate in community events, health fairs, and festivals.
7. Represent the agency by attending local planning groups, community forums, and collaborations or consortium meetings.
8. Other projects as assigned to meet program and agency mission, goals and objectives.

Minimum Qualifications - Knowledge, Skills and Abilities Required

1. Master's degree in Public Health, Sociology, Psychology, Social Services, or other Public Health related field and minimum of one year experience in providing direct services to individuals living with HIV/AIDS.
2. Knowledge of HIV/AIDS risk behaviors, STDs, human sexuality, substance addiction, and HIV behavior change principles and strategies.
3. Ability to develop and maintain written documentation (assessments, service plans, progress notes, monthly reports, and other programmatic documentation).
4. Reliable transportation.
5. Valid California driver's license, plus proof of current automobile insurance.
6. Verification of employment eligibility.
7. Passing of background check.
8. Updated tuberculosis test (annual requirement) read, reviewed, and dated by a clinician within 6 months of start date.
9. Great attitude and people skills; strong interpersonal skills and ability to relate to individuals from diverse backgrounds.
10. Ability to coordinate multiple projects and tasks simultaneously in a high-pressure work environment.
11. Ability to master a wide-range of information, adapts, take initiative, and work in a team-centered environment.
12. 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.
2. Some duties to be performed in the field/community.

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.

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