

**SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT**

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**Title:** Patient Navigator  
**FLSA:** Non-Exempt  
**Salary:** \$14.42 - \$16.50/hr., plus comprehensive benefits

**Division:** APAIT  
**Supervisor:** Associate Director  
**Date:** 5/7/2014

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**Summary**

Under the supervision of the Associate Director, the Patient Navigator will work to ensure that newly/previously diagnosed HIV-positive individuals are linked and retained into medical care. Additionally, the Patient Navigator will work to refer and link individuals at high-risk for HIV and STD infection to STD screenings and/or appropriate HIV prevention/support programs. 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. Assist newly/previously diagnosed HIV-positive individuals with clinic intake procedures and applications to ensure successful linkage and retention to medical care.
2. Obtain information on health insurance programs and other public health services for patients and assist with the submission of patient applications.
3. Conduct patient follow-up to ensure services were obtained and provide additional support as needed.
4. Provide necessary program documentation including the completion of reports, administration of evaluation tools, project information, program data, and other program related assignments.
5. Represent the agency by attending local planning groups, community forums, and collaboration meetings as assigned.
6. Other projects as assigned to meet program and agency mission, goals and objectives.
7. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
8. Regular attendance.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. Bachelor's Degree in a Public Health related field and/or a minimum of two years of direct service in a clinic/community health center or HIV/AIDS services.
2. Knowledge of HIV/AIDS, and related issues.
3. Ability to coordinate multiple projects/tasks simultaneously in a high-pressure environment.
4. Ability to work with diverse communities including but not limited to people of color, gay/lesbian/bisexual/ transgender/questioning communities, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages.
5. Reliable transportation.
6. Valid California driver's license, plus proof of current automobile insurance.
7. Verification of employment eligibility.
8. Passing of background check.
9. Updated tuberculosis test (annual requirement) read, reviewed, and dated by a clinician within 6 months of start date.
10. Great attitude and people skills; strong interpersonal skills and ability to relate to individuals from diverse backgrounds.
11. Ability to master a wide-range of information, adapt, take initiative, and work in a team-centered environment.
12. Ability to communicate effectively both verbally and in writing.
13. 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.
2. Fluent in Spanish and/or an Asian language.

**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.
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**Application Process:**

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

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