



**Job Title:** HIV High Impact Prevention Associate

**Department:** Community Initiatives

**Employment Type:** Full-Time

**Salary:** \$30,000 - \$45,000

**Posting:** Open until filled; submit online application, cover letter and resume to <https://tinyurl.com/WF1034>

**Location:** Gainesville, FL but serves a 15-county service area

### **General Description**

High Impact Prevention Program (HIP) is an approach by The CDC to provide proven disease intervention methods to the populations that need them the most in order to prevent the greatest number of new infections and reduce health disparities. WellFlorida's HIV High Impact Prevention Program provides HIV prevention and HIV Linkage to Care services to the residents of Area 3/13 (15 county region in North Central Florida). Under direction of the Director of Community Initiatives Department, the HIV Prevention Associate will work with the other members of the HIV High Impact Prevention team to deliver HIV High Impact Prevention strategies, including: HIV testing; community HIV education and outreach; implementation of other evidenced-based initiatives including Business Responds to AIDS, Popular Opinion Leader, and MAPs (linkage and adherence program for HIV positive individuals). This is a grant funded position and is subject to availability of funds.

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

- Ability to work with considerable independence.
- Ability to work with team members in a fair and efficient manner
- Ability to develop and maintain effective working relationships with team
- Ability to develop and maintain effective working relationships with community partners and clients
- Maintain thorough understanding of HIV, HIV prevention and HIV linkage and adherence
- Identifies and engages local business to participate in Business Response to AIDS program
- Identifies and engages residents to become Popular Opinion Leaders
- High level of professional conduct.
- Ability to work respectfully with culturally diverse populations.
- Knowledge of HIPAA and security compliance.
- Training and experience in HIV testing, counseling, and HIV data.
- Training and experience in linkage to care resources and coordination.
- Clean driving record and reliable transportation.
- Ability to perform clerical duties such as filing papers, entering data on Microsoft Word, Excel, and PowerPoint required.
- Knowledge of social media platforms and how to create posts or willingness to learn.
- Simple website editing skills or willingness to learn.
- Able to lift 50lbs
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### **Duties and Responsibilities**

- Participates in program activities to ensure successful delivery of HIV High Impact Prevention programming
- Manages workplan both independently and collaboratively to accomplish contract deliverables and activities.
- Plans and executes HIV testing events.
- Engage with members of diverse populations within the community and encourage to get tested for HIV.

- Presents information on safer sex ,STI prevention methods and risk reduction to community groups or students.
- Maintains quality results by following department procedures and testing schedule; recording results in the quality-control log; identifying and reporting needed changes.
- Maintains safe, secure, and healthy work environment by following standards and procedures, complying with legal regulations activities.
- Safely handles confidential client information in accordance with HIPAA guidelines and company protocol.
- Records confidential client information in a database.
- Occasionally delivers HIV test kits to client homes.
- 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.
- Maintains clear and up-to-date knowledge about resources and best practices in HIV, STIs, and PrEP/nPEP
- Presents HIV Data and analysis of program results on monthly basis.
- Conducts a focused strategy to reach local businesses in partnering in our Business Responds to AIDS initiative to provide prevention materials to patrons (condoms, informational pamphlets, etc.).
- Routinely delivers free condoms for distribution.
- Coordinates with HIV Prevention Planners, practicum students, interns, volunteers, and business to conduct HIV outreach in areas of high need.
- Identifies and engages residents to participate in the evidenced-based prevention initiative “Popular Opinion Leader”
- Posts regularly to program website and social media platforms including Facebook.
- Follows all HIPAA compliance and regulations in accordance to local, state, and national regulations.
- Works with community-based organizations and other community HIV programs to provide HIV prevention services within the community.
- Works closely with Department of Health and Ryan White Eligibility services staff to assist Linkage and Adherence Coordinator when necessary
- Provides one-on-one linkage to care and adherence services to clients living with HIV when necessary
- Stays current on local resources in each county for individuals living with HIV (including PrEP, housing assistance, support groups, etc.)
- Develops and maintains an understanding of available community-based resources
- Identifies client needs and health barriers and refers individuals to Essential Support Services as needed.
- Represents program/organization at community meetings and events as requested.
- May perform other tasks and duties as directed by the Director of Community Initiatives, Community Initiatives Senior Planner or the Chief Executive Officer.

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

- Bachelor’s degree in public health, social work, health education or related field is required. One year of related work experience preferred.
- Knowledge and experience working with a team required.
- Excellent written and verbal English communication skills.
- Adept at using social media
- Working knowledge of Microsoft Word, Excel, and PowerPoint
- Clean driving record and reliable vehicle required.
- Demonstrated Knowledge of community and familiarity with HIV prevention programs preferred.
- HIV 501 Certification a plus.
- Experience in HIV prevention and/or Linkage to Care services 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.