



Job Title: Linkage and Adherence Coordinator

Department: Community Initiatives, HIV High Impact Prevention Program

Employment Site: Gainesville, FL (office location) with travel in the 15 county service area

Salary Range: \$45,000 – 57,000; plus benefits

Employment Type: Full-time

Position Open Until Filled

Apply At: <https://tinyurl.com/WF1058>

General Description

The Linkage and Adherence Coordinator is a professional position that is responsible for the coordination, development and achievement of the Adherence and Linkage program at WellFlorida Council. WellFlorida Council's HIV Prevention Program offers HIV testing, outreach and education, evidence-based programming and linkage and adherence services. WellFlorida uses various techniques to promote HIV prevention and Linkage to Care and Adherence in a 15-county region (Alachua, Bradford, Citrus, Columbia, Dixie, Gilchrist, Hamilton, Lafayette, Lake, Levy, Marion, Putnam, Sumter, Suwannee, and Union Counties). The HIV Prevention Program partners with community organizations and includes a team of multiple staff with additional assistance from volunteers and practicum/intern students. The Linkage and Adherence Coordinator will coordinate internally and externally to ensure successful delivery of linkage and adherence services to HIV positive individuals. The Coordinator will work directly with the UF Street Medicine team to assist HCV positive patients with HIV link and adhere to HIV treatment and care guidelines. The Coordinator will also be required to participate in the delivery of HIV prevention services. The Coordinator maintains a professional, compassionate, and solution-focused approach to client care. This role requires proactive resource identification to address diverse client needs, including physical, nutritional, emotional, and financial support. Mastery of local service networks and the ability to effectively bridge the gap between clients and providers are essential to this position.

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 relationships with clients, community partners, and those involved in the network of HIV care, which includes addressing social determinants of health such as food security, housing, transportation, mental/emotional and oral health care.
- Ability to develop and maintain effective working relationships with the internal HIV Prevention team and partners in the community who provide services
- Maintain thorough understanding of HIV, HIV prevention and HIV linkage and adherence
- High level of professional conduct.
- Ability to offer HIV testing, results counseling, and HIV data entry. Must have experience charting client level care coordination data.
- Training and experience in linkage to care resources and coordination.
- Clean driving record and reliable transportation. Mileage is reimbursed at the state rate, and rental cars are available through the state AVIS contract.
- Ability to enter data and perform clerical duties including data audits, file management, and general office skills. Computer experience with Microsoft Word, Excel, and Power Point required.
- Ability to develop case management system of care and appropriate tracking and related forms for working with clients and service providers.

Duties and Responsibilities

- Coordinates overall adherence and linkage program activities to ensure successful engagement with HIV positive clients and service providers
- Maintains quality records through charting and utilization of required program forms.
- 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.
- 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.
- Presents HIV data and analysis of program results on monthly basis.
- Routinely delivers free condoms for distribution.
- Routinely works one-on-one with HIV positive clients, those who provide services to clients, and family/partners of clients as needed.
- Follows all HIPAA compliance and regulations in accordance with local, state, and national regulations.
- Works closely with Department of Health and Ryan White Eligibility services staff and University of Florida Street Medicine to coordinate linkage to care and medical case management
- Provides one-on-one linkage to care and adherence services to HIV positive clients
- Stays current on local resources in each county for HIV+ individuals (including PrEP, housing assistance, support groups, etc.)
- Complete required training related to HIPAA, PHI, and other HR related training courses
- May perform other tasks and duties as directed by the Director of Community Initiatives, Community Initiatives Senior Planner or the Chief Executive Officer.

QUALIFICATIONS

Education – Must have one of the following: Education and/or Experience

- Bachelor's degree in public health, social work, health education or related field is required. Two years of related work experience required.
- Master's degree in public health, social work, health education or related field plus two years of related work experience preferred.

Experience

- Knowledge and experience coordinating the activities of a team required.
- Knowledge of community and familiarity with HIV prevention programs preferred.
- HIV 501 Certification a plus.
 - Must have or obtain HIV 501 Certification within 60 days of hire.
- Excellent written and verbal English communication skills. Second language is not required but a plus.

Supervisory Responsibilities:

- This job has no supervisory responsibilities.

Driving Requirements

- Possess a valid Florida Driver's License (required).
- A safe driving record is required (Driver's License background check will be conducted prior to offer of employment and will be conducted annually for organizational insurance purposes).
- Driving at night is required.

- Mileage is reimbursed at the state rate and AVIS rental cars are available through the state contract (rental costs are paid by WellFlorida).

Other Requirements

- An FDLE background check may be required prior to offer of employment and may be conducted annually or as required at such times that they are warranted and/or that external funders require such a check.
- Level II Background Check may be required prior to offer of employment and may be conducted annually or as required at such times that they are warranted and/or that external funders require such a check.
- HIPAA and confidentiality training will be conducted upon hiring.

Working Conditions and Physical Demands

- Night and weekend hours required. Weekend and night hours are regularly scheduled on a bi-weekly to monthly basis.
- Ability to stand, walk, bend, kneel, stretch, reach, and climb stairs for extended periods.
- Ability to remain in a stationary position approximately 25% of the workday.
- Ability to work in office, home-based, and virtual environments as required.
- Ability to move within office settings to access files, equipment, and supplies.
- Ability to consistently operate a computer and standard office equipment.
- Ability to observe, assess, and focus on detailed information for extended periods.
- Ability to read, interpret, and complete forms and documentation accurately.
- Ability to set up, conduct sessions and events for prevention and testing.
- Ability to lift and carry up to 50 pounds.

WellFlorida Council is an equal opportunity employer. We offer a welcoming and inclusive environment in service to one another, the diverse clients we represent and the communities we serve.