



FDOH PALM BEACH COUNTY

OPS Job Responsibilities Form

Name	Vacant
OPS Position Number	64950256
Class Title	OPS Human Services Program Consultant II
Center/Division or Program	HIV Program
Position Address	1150 45th St, West Palm Beach, FL 33407
Job Responsibilities	

- Working title: EHE Navigator
- This position is designated as a sensitive position and is required to maintain confidential information in accordance with the FDOH Palm Beach County Information Security Policy, Protocols and Procedures. This position may view, update or release information, and has access to the following sets of confidential information: Clinical Information, HIV/AIDS Case Reporting and Surveillance, STD Case Reporting and Surveillance and Administrative Information. This position has access to Health Management System (HMS) for the purpose of recording Employee Activity Reports (EARS) data.
- Incumbent should have a good rapport with internal and external customers, display a positive attitude, work in a flexible manner, be approachable, and work independently under the supervision of the Public Health Services Manager-F. Incumbent is part of a public health organization and is expected to promote cooperation, courtesy, and teamwork in a diverse environment.
- This position's work will be actively guided by the *Palm Beach County Ending the Epidemic (EHE) Plan*, including the four pillars and their goals, objectives, strategies and activities.
- Incumbent will assist in the planning, coordination, implementation and monitoring of the goals, objectives, strategies and activities set forth in the *Palm Beach County Ending the Epidemic (EHE) Plan*, in collaboration with other Area 9 EHE funding recipients, to include, but not limited to: Palm Beach County, FoundCare, and Florida Community Health Centers.
- Incumbent will assist in the maintenance of the Area 9 EHE jurisdictional plan.
- Incumbent will perform direct client services, as well as provide technical assistance and capacity building to community partners and stakeholders.
- Incumbent will perform work supporting all applicable strategies and activities in the EHE Plan, as directed and as needed, to meet EHE goals and benchmarks.
- Incumbent will maintain professional and technical knowledge by participating in webinars, trainings, educational workshops/conferences, reviewing professional publications and participating in applicable monthly calls with HIV/AIDS Section staff.
- Incumbent will participate in local prevention and patient care planning consortia, and other committees, as needed, and as assigned.
- Performs other related duties as required.

Job Responsibilities					
Print Incumbent Name here		Incumbent Signature		Date:	
Print Supervisor Name here		Supervisor Signature		Date:	