



# FDOH PALM BEACH COUNTY

## OPS Job Responsibilities Form

<b>Name</b>	<b>Vacant</b>
<b>OPS Position Number</b>	<b>64950257</b>
<b>Class Title</b>	<b>OPS Human Services Program Consultant II</b>
<b>Center/Division or Program</b>	<b>HIV Program</b>
<b>Position Address</b>	<b>1150 45<sup>th</sup> St, West Palm Beach, FL 33407</b>
<b>Job Responsibilities</b>	

- Working title: PrEP 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.
- Incumbent must possess knowledge of varied social, economic, cultural and lifestyle issues, in addition to skills in communicating with and eliciting information from patients and target groups with diverse backgrounds.
- 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 link high-risk negative persons to available Pre-Exposure Prophylaxis (PrEP) and non-occupational Post Exposure Prophylaxis (nPEP) services with the goal of significantly reducing the number of new HIV infections among high-risk populations.
- Incumbent will assess and increase the knowledge, desirability, accessibility, and adherence of PrEP among referred high-risk individuals.
- Incumbent will provide referrals and/or linkages to essential support services in the community.
- Incumbent will perform both direct client services as well as provide PrEP and nPEP-related technical assistance and capacity building to community partner PrEP and nPEP providers.
- Incumbent will prepare and submit monthly reports, by no later than the 10<sup>th</sup> of the following month, to include aggregate data of PrEP and nPEP referrals and/or linkages, any technical assistance provided, and short narrative describing monthly work.
- Establishes positive collaboration with other FDOH programmatic staff in the area of Disease Control, including but not limited to, STD Program, TB Program, HIV Surveillance, Hepatitis Coordinator, and Contract Managers.



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- Coordinates work activities, as needed and as appropriate, with the Minority AIDS Coordinator (MAC) and the Early Intervention Consultant (EIC) and the Prevention & Training Consultant (PTC).
- Duties and responsibilities for direct client services include:
  - Conduct preliminary assessments of client need for, and understanding of PrEP, client readiness for adherence, assessing mental health and substance abuse, and as appropriate refers clients to PrEP providers.
  - Develop client centered HIV-prevention plans.
  - Work with clients to overcome barriers to medication adherence.
  - Assist clients with patient assistance programs and verifying private insurance before referrals to providers of PrEP.
  - Provide HIV education and information to individuals during community events and outreach.
  - Collaborate with program staff to identify and disseminate information on existing community services that would assist HIV-negative individuals.
  - Identify PrEP providers with demonstrated expertise and cultural competence in working with priority populations to refer for PrEP services.
  - Leverage existing HIV-testing sites including public health agencies, routine testing sites, emergency rooms or primary care providers to procure PrEP referrals.
- 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.

<b>Print Incumbent Name here</b>		<b>Incumbent Signature</b>		<b>Date:</b>	
<b>Print Supervisor Name here</b>		<b>Supervisor Signature</b>		<b>Date:</b>	