

Early Intervention Specialist #1 Job Description



Project: Early Intervention Services
Position: Early Intervention Specialist #1
Reports To: HIV Care Program Manager
Salary: TBD (\$12–14/hour)
Status: Full-Time
Funding Source: MDHHS

Mission

The mission of the Grand Rapids Red Project is to improve health, reduce risk and prevent HIV in the greater Grand Rapids metropolitan service area. More specifically we seek to provide access to the knowledge, tools, information and support that people need to stay healthy, and begin making any positive change in their own lives and in their communities. We accomplish our mission through providing direct client service delivery and advocacy through the Clean Works Comprehensive Harm Reduction Program, Bar and Community Outreach, the Positive Choices support group and Sisters with Status, Overdose Prevention and Response Training, and HIV and hepatitis C counseling, testing and referral.

Need

Significant strides have been made in the past two decades in the medical treatment and case management of HIV. People living with HIV are living longer healthier lives, and mortality has decreased. However, the number of people living with HIV in Kent County continues to increase, and prevention and early intervention remains a priority for The Grand Rapids Red Project. In addition, although treatment and case management is available in Kent County, a significant portion of the individuals living with HIV in Kent County who are aware of their status are not currently engaged in treatment. This project will focus on identifying people living with HIV/AIDS (PLWHA) who are aware of their status yet not successfully engaged in treatment, and walking them through the process of successfully engaging in treatment, until they are secure in treatment. Our Early Intervention Specialist will focus on identifying out of care individuals and working with them until they are retained in care.

Responsibilities

Linkage to Care

- Provide Health Literacy training to potential clients so that they are better able to equip themselves with the necessary tools to identify and understand what barriers to care they may be facing
- Work diligently to identify individuals that are “out of care” and to ensure that once those “out of care” individuals are identified, they assist them with the transition of getting linked into care.
- Conduct intakes and link into care people who are newly diagnosed with, or new to the Greater Grand Rapids area, Living with HIV.
- Link clients to medical care by scheduling a doctor’s appointment, ensuring that the client gets to that appointment, and by following up on subsequent appointments with the doctor
- Have a good knowledge of HIV resources to give options on where to receive care

- Continue relationship with client until they can successfully maintain adherence to their medical care, thus be “retained” in care with assistance and follow up of case management
- Maintain accurate and up to date client files, and link with the CareWare system
- Assisting clients in navigating medical care by referring to providers, educating about benefit systems, and insurance enrollment assistance.

HIV Prevention

- Provide counseling, testing and linkage services to assist clients with assessing what their risks are, getting tested, becoming aware of their status, and then getting linked to service.

Community Outreach

- Actively maintain a presence in the community
- Conduct outreach/social marketing in the community as well as identify and reach out to community providers to assist in locating clients who are out of care
- Build strong relationships with community partners in order to collaborate with them to determine what the unmet needs are in the service area
- Work with local Health Departments and Epidemiological staff to identify target demographics, as well as the targeted geographical service area
- Engage with community advisory groups/PLWHA’ S to further assist in determining and establishing where service shortcomings are, why these shortcomings exist, why clients are not in care, and why clients who were previously in care, dropped out of care
- Work diligently to identify individuals that are “out of care” and to ensure that once those “out of care” individuals are identified, they assist them with the transition of getting linked to care
- Work closely with HIV Care Program Manager to develop and implement strategies to find, link, and retain in care out of treatment PLWHA
- Assist in HIV TLC and outreach events as needed
- Serve as primary liaison to community for EIS program: arrange community presentations and meetings, develop new partnerships with agencies serving as potential entry points to EIS
- Produce media advertising EIS/linkage to care services to the community, and educating around HIV
- Analyze EIS and community data to identify gaps in services aimed at connecting out-of-care individuals back into care
- Work with HIV Care Program Manager and Healthcare Navigator to maintain up to date resource guide for EIS clients
- Research and recommend programmatic improvements to reach hard to reach populations
- Develop and implement policy and procedure for online social networking strategy to identify out of treatment PLWHA.
- Assist in regular preparation of necessary programmatic data reports
- Create and maintain up to date policies and procedures, and job-aides for the EIS program
- Conduct regular quality assurance activities including chart reviews, CareWare reviews, and monitoring of client progress through random audits
- Prepare quarterly program narrative grant reports for MDHHS
- Assist HIV Care Program Manager in preparing monthly program reports for the Board of Directors, and Quality Committee
- Work closely with HIV Care Program Manager on supervision of EIS program, and linkage to other services internal and external to Red Project
- Facilitate and set agenda for weekly EIS team huddles

- Participate in staff meetings and other meetings as needed
- Participate in on-going trainings as needed
- Attend and participate in local community events as needed
- Assist in daily office duties as needed

Skills and Experience

- Valid driver' s license and own transportation
- Bilingual (English/Spanish) preferred.
- MDHHS certified as an HIV tester/counselor, and first module of Case Management. (Red Project can facilitate the certification process).
- Red Project certification as Overdose Response Trainer, and Syringe Access
- Extensive knowledge of HIV/HCV/STD infection, transmission, and prevention.
- Knowledge of local community resources and referrals related to HIV, health care, substance use, and basic needs.
- Excellent verbal and written communication skills for diverse groups and individuals, including strong interpersonal and organization skills.
- Ability to engage clients in a client centered manner and create effective referrals.
- Demonstrate ability to work effectively with men and women of diverse races, ethnicities, ages, sexual orientations, and drug use patterns, in a multicultural environment.
- Well connected within community of people living with HIV
- Connected to MSM community networks in western Michigan, and the Grand Rapids area.
- Minimum of 1 year experience, and/or identifies as a member of an affected population.
- Must be available to work nights and weekends as needed and/or adhere to an on call schedule

Critical Qualities

- Confidentiality- capable of maintaining the highest degree of confidentiality with regard to client and organizational information.
- Client Centered- capable of working with individuals to identify needs and priorities, and facilitate any positive change as a client defines that for themselves.
- Motivated- capable of taking the initiative and following a project through to completion.
- Organized- capable of prioritizing needs, goals and objectives. Capable of maintaining all required information/data for ease of access for staff and clients.
- Problem Solver- capable of thinking on the spot to resolve problem situations as they arise. Able to assess relevant information, identify a range of options, and make recommendations for resolution of problem situations.

To Apply

Please include cover letter detailing relevant experience and interest in this position, and resume, **by 5 pm, Friday, July 21**, to:

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