

**Valley AIDS Council d/b/a Westbrook Clinic  
Position Description**

Job Title: CLEAR Specialist I  
FLSA Status: Non-Exempt  
Approved By: CEO/Executive Director  
Approval Date: 02/03/2016  
Department: Education  
Reports To: Director of Education

**SUMMARY:**

Will provide client centered HIV prevention activities with the fundamental goal of promoting the adoption and maintenance of HIV risk reduction behaviors by clients with multiple complex problems and the high risk of acquiring HIV, by performing the following duties.

**EMPLOYEE RISK FACTOR: I**

Performs tasks that involve exposure or potential exposure to blood, body fluids or body tissue, or other potentially contaminated materials.

**SUPERVISION RECEIVED/EXERCISED:**

Works under the general direction of the Director of Education.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Conducts intake sessions to process new clients into the CLEAR program.
- Provides intake services to process new clients into the prevention health care/case management system including prevention counseling for HIV+ persons, completing the financial status report, obtain the new client's signature on required forms, creating CLEAR file, referring patients to outside providers (as needed) and developing a risk reduction plan with clients.
- Develops risk reduction plan through utilization of logic model to engage client in reaching outcomes.
- Provides ongoing comprehensive risk counseling services to clients including coordinating all case management/counseling appointments assistance in accessing entitlement program (to resume life in the community or to learn to live within limits of disability).
- Conducts on-going monitoring and reassessment of client progress and needs.
- Prepares and completes weekly and monthly administrative reports reflecting caseload activities and documenting usage of agency resources.
- Assists patient and family through individual or group conferences to understand, accept, and follow recommendations.
- Coordinates services with Ryan White Case Managers within the agency as needed.
- Prepares client discharges when they (the client) attain and can maintain behavior change goals according to established protocols by VAC.
- Participates in team meetings in association with CLEAR for the purposes of meeting grant objectives.
- Participates in planning for improving health services by interpreting social factors pertinent to development of program.
- Maintains appropriate records of all activities and services in an accurate and timely manner.
- Conducts HIV / STI Testing as needed. Other duties may be assigned.

**MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:**

Two years certificate from college and/or technical school; or twelve months of PBC /intervention experience and/or training; or equivalent combination of education and experience. Employee must maintain all certifications, licenses, and/or registrations consistent with agency policy and state law.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The individual must be responsible and mature with a passion for medicine and working knowledge of Microsoft Office, specifically Outlook, Word & Excel.

Ability to speak fluent English; ability to handwrite legibly; ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, or governmental regulations; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PREFERRED QUALIFICATIONS:**

Ability to speak and understand fluent Spanish.

**SPECIAL REQUIREMENTS/QUALIFICATIONS:**

State of Texas Class “C” Driver’s License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Ability to communicate fluently in Spanish.

Flexibility to travel, if needed.

**EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

**PHYSICAL DEMANDS:**

A constitution to work under the rigors of delivering medical care. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, and listen for extended periods of time. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually quiet.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable

to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic's acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

_____ Employee Signature	_____ Date
_____ Supervisor Signature	_____ Date
_____ HR Manager Signature	_____ Date
_____ CEO/Executive Director Signature	_____ Date