

VALLEY AIDS COUNCIL
Job Description

Job Title: Comprehensive Risk Counseling Services (CLEAR) I
Department: Education
Reports To: CLEAR Coordinator
FLSA Status: Non-exempt
Prepared By: Human Resources IV
Prepared Date: September 29, 2008
Approved By: Executive Director
Approved Date: September 29, 2008

Employee Risk Factor: I

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

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.

Essential Duties and Responsibilities include the following.

Other duties may be assigned.

Conducts intake sessions to process new clients into the Comprehensive Risk Counseling Services.

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/CRCS 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 healthier 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 Comprehensive Risk Counseling for the purposes of meeting grant objectives.

Participates in planning for improving health services by interpreting social factors pertinent to development of program.

Takes lead or support in prevention activities assigned such as coordination of special events.

Participates in biweekly case staffing within the substances abuse services department.

Maintains appropriate records of all activities and services in an accurate and timely manner.

Prepares and submits weekly schedules to the Brownsville/McAllen/Harlingen VAC office manager

Provides HIV/STI testing as needed to support education department.

Responsible for reporting all positive HIV/STD infections to DSHS.

Conducts Quality Assurance surveys as directed.

Supervisory Responsibilities

This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Two years' certificate from college or technical school; or twelve months related comprehensive risk counseling experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Conversational Spanish proficiency required.

Mathematical Skills

Ability to add, subtracts, multiply, and divides 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.

Reasoning Ability

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.

Certificates, Licenses, Registrations

Employee must maintain all certifications, licenses and/or registration consistent which agency policy and state law.

Other Skills and Abilities

Ability to speak fluent Spanish preferred.

Other Qualifications

Must have the flexibility to travel if needed.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 regularly required to use hands to finger, handle, or feel; talk or hear and taste or smell. The employee is frequently required to stand; walk and sit. The

employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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 exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Disclaimer:

Employment with the Valley AIDS Council will require training which may include but not limited to explicit training/discussion regarding sex, sexuality and drug use. 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 and Date

Supervisor's Signature and Date