

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

Job Title: Linkage/Retention to Care Specialist I
FLSA Status: Non-Exempt (Contract)
Approved By: CEO and COO
Approval Date: 08/19/2019
Skill Level: Link/Retention to Care Specialist I (Community Health Worker)
Department: Access and Continuity of Care
Program: Linkage and Retention to Care
Reports to: Linkage and Retention to Care Program Coordinator

*O*Net Equivalent: 21-1022.00, Healthcare Social Workers, Job Zone 5, 5-Bachelor's degree, Provide individuals, families, and groups with the psychosocial support needed to cope with chronic, acute or terminal illnesses. Services include advising family caregivers, providing patient education and counseling, and making referrals for other services. May also provide care and case management or interventions designed to promote health, prevent disease, and address barriers to access to healthcare.*

EMPLOYEE RISK FACTOR: III

Performs tasks that do not routinely involve exposure to blood, body fluids or tissues, and are not called on to perform or assist in emergency medical care or first aid to be potentially exposed in any other way as a condition of employment.

SUMMARY:

The Link/Retention to Care Specialist I will assist in enrolling clients who are newly diagnosed or that have not attended a scheduled HIV medical appointment or accessed Ryan White Case Management services in a specific period of time in an effort to engage these individuals into consistent HIV medical care and Ryan White services. The Link/Retention to Care Specialist I will assist clients to overcome barriers that prevent them from successfully accessing HIV treatment or supportive services through client centered interventions and referrals to community resources. This person will be tasked with managing a caseload of patients that have fallen out of care and work with them on a one on one basis to re-engage them into medical care and/or medical case management. Through education and empowerment, the Link/Retention to Care Specialist I plays a major role in keeping our clients in care and eliminating stigma.

SUPERVISION RECEIVED:

1. Direct Supervisor: Linkage and Retention to Care Program Coordinator
2. Department Director: Director of Client Services
3. COO
4. CEO/ED.

SUPERVISION EXERCISED:

- I. None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide excellent customer service at all times to all clients.
- Thoroughly review and assess monthly reports to determine where clients stand per the agency approved out of care roadmap and determine how to continue to assist clients and collaborate with their assigned CM's to further attempts to make contact the client.

- Link and re-engage people living with HIV into HIV specialty care
- Conduct Psychosocial Assessments to identify possible barriers to care as well as appropriate resources for which the client should be referred to services.
- Link and re-engage people living with HIV into social service programs such as Medical Case Management and Treatment Options for Sobriety.
- Provide health education to clients and their support systems regarding specific topics associated to HIV, which include Medication Adherence, HIV Disease Process, Risk Reduction, Nutrition, and Oral Health.
- Screen clients to determine eligibility for Ryan White services per the pre-established guidelines determined by agency policies.
- Assist clients in obtaining eligibility documentation and educate clients on the potential consequences that may result in failing to comply with eligibility requirements.
- Assist clients with identifying and linking them to other sources of aid, which may include Medicaid, Medicare, and ACA.
- Assist clients in accessing local aid programs by supporting their ability to obtain and provide any required eligibility documentation that may inhibit their ability to access resources with other programs.
- Educate clients on the importance of maintaining available insurance coverage to ensure positive health outcomes are achieved. Educate clients on their responsibilities, which may include providing billing documentation on a consistent basis to ensure assistance with premium cost, if applicable, is rendered in a timely manner.
 - Assist clients in obtaining services by coordinating care with external providers, when applicable.
 - Advocate on behalf of the client when necessary to ensure access and successful linkage to benefits and entitlements.
 - Accompany clients to their appointments at entitlement/benefits agencies when necessary.
 - Maintain client files and ensure that all necessary data entries are entered in a timely manner.
 - Utilize or implement data or time management systems to track a client's adherence to medical appointments and obtain basic client data to locate and re-link to care.
- Work in close collaboration with all other members of the Medical team, including physicians and other health care personnel in patient evaluation and treatment to further their understanding of significant social and emotional factors underlying client's overall health.
- The ability to demonstrate knowledge and work with diverse populations in the community.
- Participate in meetings and activities as required.
- Maintain a flexible schedule; this position may occasionally require non-traditional hours, such as evenings and weekends.
- Other duties as assigned.

MINIMUM QUALIFICATIONS- EDUCATION & EXPERIENCE:

- A High School Diploma is required.
- A degree from an accredited 4-year college or university program in the fields of health, social services, mental health or related area preferred but not required.
- Certified Community Health worker preferred but not required.
- 1 year of case management experience with people living with HIV, and/or persons with a history of mental illness, homelessness, or chemical dependence; or any equivalent combination of education and experience. Must meet minimum training requirements.

MINIMUM QUALIFICATIONS- KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of HIV/AIDS; knowledge of community resources and referrals; knowledge of OSHA regulations. Working knowledge of Microsoft Office, specifically Outlook, Word & Excel.

- Skill in operating the listed tools and equipment.
- Ability to communicate effectively both orally and in writing in English; organizational and time management skills.
- Ability to perform multiple tasks; good problem-solving abilities; demonstrate flexibility and positive people skills. Ability to work with people of diverse backgrounds living with HIV/AIDS.

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.
- Bilingual (English & Spanish) required.

EQUIPMENT USED:

Requires frequent use of agency issued desktop/laptop computer including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS:

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

This job will require traveling within the Hidalgo, Willacy, and Cameron Counties from time to time.

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 Director Signature _____

Date _____

CEO/Executive Director Signature _____

Date _____

