

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 21, 2013
REVISED: MARCH 25, 2014
CLOSING DATE: APRIL 14, 2014

DEPARTMENT: Health & Emergency Services

POSITION: HIV Early Intervention Services
Coordinator

LOCATION: Payson

JOB CODE: 13-119

ANNUAL SALARY: \$26,664.00-\$41,080.00 DOE

NATURE OF WORK

The Early Intervention Services Coordinator locates and assists HIV positive clients through Key points of Entry such as hospitals, physicians office and other community resources, and links those individuals by identifying appropriate community resources and specific barriers the client may experience in assessing medical care and adhering to medical treatments.

DUTIES AND RESPONSIBILITIES:

- Counsels individuals with respect to HIV/AIDS.
- Tests to confirm the presence of the disease, the extent of immune deficiency and provide information on appropriate measures for treatment.
- Provides necessary referrals.
- Confirms for periodic medical evaluations for individuals with HIV/AIDS and for therapeutic measures.
- Other duties as assigned.

BEHAVIOR EXPECTATIONS:

- Treats others with courtesy and respect in all interactions
- Responds with flexibility to changing needs
- Maintain confidentiality
- Support and promote the department's vision, mission, and core values

WORKING ENVIRONMENT:

Work is performed in both an office environment and field work. Field work locations include, but are not limited to physician offices, health departments, and urgent care clinics. Home visits may be required from time to time. The EIS may need to work weekends for outreach events. The EIS may occasionally need to relate to individuals who exhibit challenging, atypical or hostile behaviors and/or communication.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Have a high school diploma or GED from an accredited school.
- Attend necessary training and education to perform Early Intervention Services.
- Understand and maintain compliance with federal, state and county HIV testing requirements.
- Valid Arizona Driver's License and willingness to travel in Gila, Apache and Navajo Counties.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, fax, copier, personal or county vehicles, and County phone system.

REPORTS TO: Health Services Program Manager.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.