

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: NOVEMBER 21, 2013
REVISED: MARCH 28, 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

PURPOSE OF THE JOB

The purpose of this position is to locate and assist HIV positive clients through key points of entry such as hospitals, physicians office and other community resources, and to link those individuals by identifying appropriate community resources and specific barriers the client may experience in assessing medical care and adhering to medical treatments. This position supports and promotes the department's vision, mission, and core values.

This position is required to maintain strict confidentiality of personal and medical information of individuals and adhere to HIPAA confidentiality requirements by following procedures and processes established by Gila County.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	% OF TIME SPENT
• Understands and maintains compliance with federal, state and county HIV testing requirements	10%
• Counsels individuals with respect to HIV/AIDS	40%
• Tests to confirm the presence of the disease, the extent of immune deficiency and provide information on appropriate measures for treatment	10%
• Provides necessary referrals	10%
• Processes records of individuals with HIV/AIDS and confirm eligibility for periodic medical evaluations and for therapeutic measures	10%
• Gathers pertinent data for the creation of periodic reports that are submitted to Directors, Board of Supervisors, Federal and State Health Departments for compliance of Grant Funded Requirements	10%
• Attends necessary training, education to update knowledge, skills and abilities in performing Early Intervention Services	10%
• Performs other duties as assigned	

PERSONAL ATTRIBUTES REQUIRED OF THIS JOB

This position, is required to treat individuals with courtesy and respect in all interactions and respond to inquiries, requests for assistance, and changing work demands with flexibility

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position has no responsibility over any projects.

ORAL COMMUNICATION DUTIES

Explains County procedures and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

Creates drafts and submits for approval internal memo and reports. Composes emails.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, customers, the general public, vendors, regulatory bodies, and other groups and/or individuals and Institutions over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Always (More than 85% in a year)

MINIMUM EDUCATION REQUIRED

Highschool or GED

MINIMUM YEARS OF EXPERIENCE REQUIRED

Two (2) years social work/public health services experience; or equivalent combination of education, training and experience.

CREDENTIALS REQUIRED

None specific.

KNOWLEDGE REQUIRED

Principles and practices of public health services; processes and standards for delivering health service programs; methods for identifying community health needs; processes for coordinating events that promote public health and well-being; methods for providing health information, education and counseling to the community; program documentation and reporting requirements; basic Health and Human Services programs; techniques for dealing with the public, in person and over the telephone.

SKILLS REQUIRED

- Active Listening, Critical Thinking, Reading, Communicating Diplomatically, Customer Service, Public Speaking (large groups), Problem Recognition, Typing and Data Entry.

ABILITIES REQUIRED

Fully and quickly comprehend spoken words, Find directions and current locations, Focus, Multi-task, React in a calm and timely manner.

PHYSICAL DEMANDS

- Rarely stands to present, to attend to watchmen duties, to attend to cash register, and to perform public safety duties. Constantly stands to attend to customers.
- Constantly sits to complete report and to operate computers. Routinely sits to operate special equipment. Occasionally sits to complete a program. Rarely sits to attend to reception areas.
- Rarely lifts work related materials that are up to 75 lbs.
- Constantly walks to and from work sites, bends side to side or backward, forward to reach work related materials. Routinely stoops, rarely crawls. Occasionally kneels. Constantly twists side to side, to reach and grab.

WORK ENVIRONMENT

Work is performed in both an office environment and fieldwork. Fieldwork 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.CbN

SAFETY RISK EXPOSURE

Incumbents in this position may become exposed to telephone verbal abuse by customers, patients, or citizens.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to follow safety manual and procedures relevant to the division or department. Incumbents are required to wear safety gloves, goggles and other safety gear for conducting tests.

CONSEQUENCES OF ERROR

Potential errors can cause inconveniences to other employees. Delays of services are possible.

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.