



Position Description

Job Title: Early Intervention Specialist

Reporting Supervisor: Executive Director

Position Status: Permanent, Full Time, Non-Exempt

Function: The function of this position is to provide HIV/AIDS, syphilis, chlamydia, gonorrhea, and Hepatitis C prevention education and testing in the communities served by Positive Connections. This position will conduct targeted outreach activities (traditional/face-to-face in the community, and internet-based/virtual) to individuals, groups, and communities most heavily impacted by HIV. This person will meet one-on-one with individuals who need and request information and will provide regularly scheduled in-office testing, outreach activities, and presentations upon request to community agencies, organizations, and institutions. In addition, this position requires collaboration with existing testing agencies and the identification of new testing opportunities to locate individuals with HIV, who are unaware of their status. This position will work closely with KDHE's Disease Intervention Specialists and Linkage to Care Coordinators. This position will also be in charge of the mobile testing unit. Individual will be required to have a driver background check and must meet requirements to drive and maintain the mobile testing unit.

Duties:

- Complete and maintain all training and certifications required by the Kansas Department of Health and Environment, including venipuncture training
- Drive the mobile testing unit to outreach events and conduct testing
- Maintain service records for the mobile testing unit such as oil changes, new tires and general upkeep
- Process and mail out condom orders that are placed through the PC website
- Provide HIV testing (both rapid and through blood draws), health and education information, and HIV risk reduction interventions to individuals at high risk of HIV infection
- Provide information and/or make appropriate referrals to individuals who contact Positive Connections with questions and/or concerns
- Conduct HIV, syphilis, chlamydia, gonorrhea, and Hepatitis C testing and behavior change counseling both in the office and in outreach settings
- Ensure blood is spun and refrigerated within two hours of blood draw and deliver blood to the KHEL two times per week after outreach events may be needed more often.
- Ensure urine is processed within two hours of specimen collection, refrigerated, delivered to KHEL two times per week.
- Conduct outreach activities on a regularly scheduled basis for the purpose of establishing relationships, and providing prevention education information and materials with other community organizations
- Conduct controls and complete the appropriate paperwork as required
- Conduct pre-release education and ongoing education groups at the Women's Correctional Facility, Mirrors, Shawnee County Jail, and any other facilities as requested. In the course of these educational presentations, provide testing as requested
- Complete and oversee the completion of all paperwork or web-based reporting as required by KDHE and by Positive Connections
- Ensure that testing room temperatures are maintained, and test logs completed and submitted as required by KDHE lab
- Communicate supply needs to the Prevention Specialist in a timely manner so they can order supplies and maintain an inventory of prevention supplies

- Set up and maintain profiles on designated dating applications to encourage HIV and STI testing, and to educate others
- Deliver HIV, syphilis, chlamydia, gonorrhea, and Hepatitis C test results and make referrals as appropriate (DIS, LTC, STI treatment and Hep C treatment)
- Participate in quarterly prevention calls as scheduled by KDHE
- Complete daily time and effort report
- Train other agency staff in testing, paperwork and procedures as needed
- Provide “back-up” to other staff when they are absent or unavailable to perform their duties, including answering phones and greeting incoming visitors
- Other duties as assigned

Job Requirements: A Bachelor’s Degree in human services or social science is preferred. A combination of education and experience may be substituted for educational requirements. The person must possess the ability to work with others in an empathetic and purposeful manner, while maintaining appropriate personal boundaries, and be willing to work hours outside of regular business hours. A knowledge of, and sensitivity to, diversity is required. The person in this position must be a good communicator, must have their own transportation and be able to travel to other locations as required to perform the job duties. This person must be a self-starter and able to work with a minimum of supervision, while still maintaining a high level of communication with the Assistant Director and the Executive Director and other team members to ensure smooth operation of the program.

Other Information: This position at times will require working outside "normal business hours" necessitating a “flex schedule” that will maintain the 40-hour per week work schedule. Any adjustment in schedule will need to be approved in advance by the Executive Director.

Please contact Kathleen at 785-232-3100 or by email KathleenL@pcneks.org

Resumes will be accepted until November 30 by 5pm.