

Affinia Healthcare
1717 Biddle / St. Louis, MO 63106
314-814-8700

POSITION DESCRIPTION

G-5
12/18

POSITION TITLE: Patient navigator - HIV grant.

REPORTS TO: HIV prevention Director

STATUS / HOURS: Regular/Full-time (Evenings and Weekends as scheduled)

POSITION SUMMARY: The Patient Navigator provides field-based case management services to clients on PrEP prescriptions and those who need to be connected to Care. This person is the main point of contact for clients. The patient navigator will be providing services that increase health knowledge and self-sufficiency to prevent HIV/STI infection, implementing HIV prevention services such as harm reduction education, conducting point of care testing, informal counseling, advocacy and connecting individuals with resources. The Patient Navigator builds strong relationships with patients with PrEP prescriptions to help clients stay engaged in medical care and adhere to their medications. Patient Navigators are committed to removing the client's barriers to care by identifying critical resources for clients, helping them navigate through health care services and systems, and promoting client health. They work closely with the Care Team, which may include doctors, nurses, and other clinical staff to support positive client health outcomes.

POSITION QUALIFICATION REQUIREMENTS:

Education: Minimum high school degree or some college education. Strong understanding of cultural competency with the key population. Bilingual (English/Spanish) preferred. Computer literacy desirable.

Experience: Community outreach work, or advocacy work. Preferred: Prior experience providing HIV prevention services.

Skills and Abilities (which may be representative but not inclusive of those commonly associated with this position).

- Commitment to the mission of care coordination
- Passionate, trustworthy, and empathetic when working with clients.
- Ability to build relationships with different types of people, including clients, organization members, and health care providers.
- Good communication and interpersonal skills and ability to speak concisely to clients and Care Team members.

- Organized with confidential client material and appointment tracking.
- Flexible and adaptable in response to changing client and health care providers' needs
- Interest in working with HIV-positive clients.
- Knowledge of health center protocols, policies, and procedures.
- Willingness to promote health and maintenance programs in diverse populations.
- Ability to always maintain a professional attitude and demeanor.
- Ability to keep information confidential.

Transportation Requirement: Must possess a valid driver's license and automobile with insurance coverage as required by the State of Missouri.

License(s)/Certification(s) Required: CPR Certification

FUNCTIONS OF THE JOB

Essential Functions:

- Establish and maintain close client relationships as the primary point of contact.
- Deliver health education, focusing on HIV self-management.
- Communicate effectively with Care Team members for coordinated client care.
- Observe, report, and assess client self-administration of medication.
- Identify and provide resources to overcome barriers to care.
- Stay informed about current services offered by service providers.
- Maintain strict confidentiality in accordance with agency policies.
- Update care plans with the Care Coordinator after physician appointments.
- Develop trusting relationships with diverse populations for HIV prevention services.
- Provide education, testing, outreach, referrals, and follow-up.
- Assess patients/community members for social determinants of health.
- Develop plans with patients, including referrals to external organizations and support.
- Collaborate closely with primary care providers, social service agencies, and community organizations.
- Enhance communication between internal medical departments and external referral agencies.
- Respond to social needs of clients/patients through various communication channels.
- Facilitate appointments within Affinia Healthcare and with community agencies.
- Assist with scheduling, make reminder calls, and follow up on missed appointments.
- Collect and document data using electronic health records, ensuring timely reporting.
- Obtain medical documents for transitions of care.
- Address questions and concerns of patients, families, and staff members.
- Coach and support patients in achieving SMART social and health goals.
- Compile and coordinate patient feedback and information for the primary care team.
- Stay informed about current trends, research, and best practices in HIV/STI prevention
- Complete all reports in a timely fashion.

- Participate in ongoing professional development and training.
- Perform other duties as assigned to support the overall mission of the organization.

Marginal Functions

- Attend and actively participate in required meetings.
- Assists in preparation of monthly reports regarding case management.
- Assist with the implementation of new procedures and processes.

Supervises: None

NOTE: SMOKING IS PROHOBITED IN THE WORK ENVIRONMENT

NOTE: ALL APPLICANTS MUST PROVIDE CONTACT INFORMATION FOR THREE REFERENCES.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER SERVICES PROVIDEDON A NON-DISCRIMINATORY BASIS

Physical/Visual Activities or Demands: Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

Physical Activities- Climb, stand, walk, stoop, reach, push, grasp, hear, speak.

Physical Demands- Must carry 5-25 lbs., 50-100 feet and upstairs.

Visual Activities- Must see both far and near (accurately), have depth perception, and color vision.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Travel to clinics in all kinds of weather. May work at more than one Affinia Healthcare site as requested; site assignments may be changed periodically.

Machines, Tools, Equipment and Work Aids, which may be representative but not all inclusive of those commonly associated with this position.

Created by	Revised by	Revised by	Revised by
JC 2/29/2024			

Telephone, copier/fax, computer, calculator, thermometer, B/P, sphygmomanometer, and beeper.
Original Evaluation