

SOUTHERN ARIZONA AIDS FOUNDATION
BILINGUAL LINKAGE LIAISON
JOB DESCRIPTION

Scope of Work: The Linkage Liaison provides linkage to medical care, supportive, and prevention services, to a broad spectrum of persons living with HIV/AIDS and their families. They also conduct reengagement activities with clients who have fallen out of care. The Linkage Liaison assists clients and their households during the initial period after being diagnosed with HIV or after engaging in HIV services until the client is effectively linked to medical care and ongoing case management. The Linkage Liaison works in conjunction with Case Management and medical providers to retain clients in care. The Linkage Liaison position is a full-time non-exempt position that may require some evening, weekend or holiday hours.

Functional Responsibilities:

- Provide linkage to care and to support persons living with HIV/AIDS who are newly diagnosed with HIV, returning to care after a period of absence from treatment, or persons who are new to services at SAAF or Pima County.
 - a. Initial assessment of service needs including Self-Sufficiency Matrix;
 - b. Complete the Vulnerability Index- Service Prioritization Decision Assistance Tool (VI-SPDAT)
 - c. Development of a comprehensive, individualized service plan;
 - d. Coordination of services required to implement the plan;
 - e. Client monitoring to assess the efficacy of the plan;
 - f. Client-specific advocacy and/or review of utilization of services.
- Conduct reengagement activities with clients who have been closed and have fallen out of care with SAAF and/or medical services.
- Conduct brief intervention services and curriculum delivery for clients who are ambivalent about connecting to medical care and treatment services.
- Conduct regular visits to clients in the field and conduct home visits regularly to effectively link client to care.
- Provide support to newly diagnosed clients and connect them to community support systems.
- Accompany clients to key medical and behavioral health care appointments to ensure client can access care.
- Transport clients in a SAAF provided vehicle if required to link client to care and housing.
- Coordinate services with client's assigned Case Manager as needed until client is stabilized and can be transferred out of linkage services to receive ongoing case management only.
- Attend and participate in treatment team meetings with medical providers and network with other agency and community service providers to secure appropriate, quality services for agency clients.
- Maintain timely and accurate documentation of all client contact.
- Serve as member of Care Services Department, working in close coordination with the care

services, housing, and prevention teams.

- Attend agency staff meetings.
- Comply with SAAF employment and quality assurance policies and procedures.
- Perform other tasks as assigned.
- Reports to the Case Management Manager.

Minimum Qualifications:

- Appropriate fingerprint clearance through the Arizona Department of Public Safety (paid for by SAAF).
- Bachelor's degree in social services, education, health, or related field; or one year of work or direct client/participant volunteer experience in a human service setting.
- Must have access to reliable transportation and valid Arizona Driver's License.
- Knowledge of evidence-based practices including Housing First and harm reduction.
- Bilingual (English/Spanish).

Preferred Qualifications:

- Knowledge of HIV/AIDS issues.
- Two years case management experience working with people with substance abuse and/or mental health issues.
- Knowledge of supportive housing programs and issues related to homelessness.
- Experience working with Tucson human service providers.
- Effective oral and written communication skills.
- Proficiency with database systems.
- Strong organizational skills.
- Capable of problem solving and working independently.
- Excellent interpersonal skills, sensitivity to cultural and personal diversity.
- Proficiency with Microsoft Office.

Compensation: Starting range \$16.89 - \$20.47/hour, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of Human Resources, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ 85719, email to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: As soon as possible.