

SOUTHERN ARIZONA AIDS FOUNDATION
PrEP NAVIGATION
PROGRAM ASSOCIATE
JOB DESCRIPTION

Scope of Work: The PrEP Navigation Program Associate processes referrals from PrEP providers in Maricopa County for their clients enrolled in their PrEP program. They will confirm eligibility and process medical and lab work claims. Position will also provide program and data support and duties related to SAAF's PrEP Navigation Program. The position works in collaboration with Maricopa PrEP providers, insurance companies, and the Arizona Department of Health Services Office. Position works primarily with Maricopa County clients but is based in Tucson. The position requires some statewide travel. This is a full-time (40 hrs/wk), non-exempt position.

Functional Responsibilities:

- Confirms eligibility of clients enrolled in PrEP services in Maricopa County.
- Processes medical and lab payments for eligible clients with a focus on follow up with PrEP Navigators and clients to ensure continued service delivery.
- Reviews medical/lab claims and processes allowable claims for payment, based on established guidelines.
- Manages client, medical provider, and PrEP Navigator contact regarding billing and payments.
- Serves as a liaison between SAAF and the various PrEP community partners and conducts referrals for participants when necessary.
- Coordinate with collaborating agency staff to provide coordinated services including education, readiness assessment, benefits coordination, linkage to care, and referrals for biomedical interventions (PrEP/PEP) and other social services.
- Ensures timely and accurate documentation of services in the above areas and data collection for compilation of reports related to those services.
- Provides program support to the PrEP Navigation Programs at SAAF and in Maricopa County.
- Assist with compiling and drafting program reports.
- Participate in agency events and attend program and agency meetings, and trainings as deemed appropriate/necessary.
- Work collaboratively within the Prevention and Care Services Departments, including but not limited to covering shifts for HIV/HCV testing, Eon Lounge, Syringe Access and/or assisting with unloading food pantry items, programmatic support, etc.
- Performs other duties as assigned.
- Reports to the Program Manager.

Minimum Qualifications:

- Bachelor's degree or one-year minimum administrative work in a social services or customer service environment.
- Proficiency with Microsoft Office applications.
- Ability to demonstrate quick and accurate data entry skills.
- Demonstrate a comprehension and appreciation of diverse and complex cultures.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Responsible, dependable, energetic self-starter who is able to work independently as well as in a team environment.
- Excellent interpersonal, written, and verbal communication skills.
- Access to a reliable vehicle, a valid AZ Driver License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Knowledge of medical terminology, medical benefits coordination, and insurance systems.
- Experience with database applications.
- Knowledge of HIV/AIDS issues and current PrEP/PEP treatment protocols.
- Bilingual (English/Spanish)

Compensation: Starting range \$17.09 - \$20.67/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 HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, e-mail 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.