

SOUTHERN ARIZONA AIDS FOUNDATION
Sr. BILINGUAL PrEP/PEP NAVIGATOR
JOB DESCRIPTION

Scope of Work: The Senior Bilingual PrEP (Pre-Exposure Prophylaxis) and PEP (Post-Exposure Prophylaxis) Navigator works with community members who are at risk of acquiring HIV and are interested in expanding their prevention toolkit to include biomedical interventions such as PrEP. The Navigator will assist individuals who have recently begun taking PrEP medication in their efforts to overcome systemic and individual barriers to daily PrEP adherence. The Navigator will also refer individuals who have had a recent exposure to HIV for PEP care, in coordination with community partners to ensure medication is initiated within 72 hours. 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. Program activities include but are not limited to outreach, education, and HIV testing. The Senior Bilingual PrEP/PEP Navigator is a full-time, 40 hours/week non-exempt position that requires the ability to work very flexible hours including evenings, weekends, and some holidays. The position requires some statewide travel.

Functional Responsibilities:

- Meet with participants one-on-one to provide individual education, support, and referral services to reduce the risk and harm of HIV infection and/or transmission.
- Conduct educational presentations in the community to increase knowledge of HIV/AIDS, substance use, harm reduction, and biomedical interventions (PrEP/PEP).
- Provides HIV rapid testing (finger-stick) and referral services.
- Provides HIV confirmatory testing (venipuncture), referral services, and linkage to care. (SAAF will provide Phlebotomy training if needed).
- Serves as a liaison between SAAF and the various PrEP community partners and conducts referrals for participants when necessary.
- Coordinate with other program and collaborating agency staff, case managers and peer counselors to provide coordinated services including education, readiness assessment, benefits coordination, linkage to care, and referrals for biomedical interventions (PrEP/PEP) and other social services.
- Coordinate program recruitment and dissemination of HIV/AIDS prevention and gay/bi men's health information through distribution of literature, safer sex kits and program brochures during community outreach events, including bar outreach, syringe access program and condom distribution.
- Network with community social service providers for project referrals.
- Conduct referral follow-up activities and maintain paperwork including program files, forms, and databases.
- 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 in Maricopa County.
- Gather and maintain accurate documentation of all activities and events using proper forms, files, and databases.
- Assist with compiling and drafting program reports.
- Attend project and agency meetings as deemed appropriate.
- 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.
- Attend specialized skill-building trainings.
- Perform other duties as assigned.
- Reports to the PrEP/PEP Navigation Program Manager.

Minimum Qualifications:

- Bachelor's degree in social services or health-related field or 2 yrs. work experience in sexual health, HIV/AIDS prevention, substance abuse prevention, risk reduction/harm reduction techniques and/or other health-related issues.
- Proficiency with Excel and Microsoft Office applications.
- Demonstrate a comprehension and appreciation of diverse and complex cultures.
- Ability to exercise and demonstrate compassion and non-judgment when working with program participants.
- Must be comfortable in a variety of community settings (including gay bars & rural communities).
- Readiness to be trained (if needed) and to then perform required phlebotomy-related venipunctures for confirmatory testing.
- Ability to demonstrate quick and accurate data entry skills.
- Responsible, dependable, energetic self-starter who can work independently as well as in a team environment.
- Excellent interpersonal, written, and verbal communication skills.
- Bilingual (English/Spanish)
- Access to a reliable vehicle, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.

Preferred Qualifications:

- Experience working with priority populations.
- 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.

Compensation: Starting pay ranges from \$18.65- 21.36/hour; DOE benefits include health, dental, and life insurance; log- 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, or email to DPC@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 have used 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.