



*Chicago House empowers persons living with or vulnerable to HIV/AIDS to lead healthy and dignified lives, through housing and compassionate, client-centered support services.*

## **JOB DESCRIPTION**

**POSITION TITLE:** HIV Prevention Program Manager

**CLASSIFICATION STATUS:** Exempt

**POSITION DESCRIPTION:** The HIV Prevention Program Manager supervises PrEP Care Coordination staff in linking people vulnerable to HIV to nPEP/PrEP medical care. The HIV Prevention Program Manager is part of the Health, Outreach, Prevention, and Education Department. Our goal is to improve health equity by engaging multiple systems of care to provide an integrated and coordinated approach to improve overall medical and behavioral health outcomes for people living with HIV and highly vulnerable HIV negative persons. The HIV Prevention Program Manager is part of a team that consists of medical and non-medical care staff and may be required to work non-traditional business hours to meet the demands of this program. Together they will be addressing the multiple barriers to accessing and/or staying retained in medical care.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages an innovative HIV PrEP linkage to care program that focuses on the social determinants of health to prevent HIV transmission/acquisition and support achievement of PrEP access and retention in care amongst people vulnerable to HIV in the Chicagoland area.
- Manages recruitment, linkage and supportive care services for all clients who are vulnerable to HIV.
- Utilizes innovative and creative referral strategies, including social media, to engage hard to reach individuals for HIV testing, linkage to care and supportive services.
- Manages the department's drop-in locations, as well as leads in the identification and procurement of complementary partnerships, resources, and services.
- Utilize health education, ARTAS, linkage to care, medication adherence, PrEP, nPEP, motivational interviewing, harm reduction, SNS, condom distribution, insurance navigation and other effective interventions and strategies.
- Serves as main contact with community-based organizations, urgent care facilities, emergency departments, and other venues seeking PrEP linkage to care services.
- Develops collaborative relationships with community-based organizations, community groups and medical facilities.



- Supervise the coordination of all staff and services related to HIV care coordination for high-risk negative clients.
- Delegates and oversees staff work assignments for a multidisciplinary team.
- Ensures that service deliveries are performed according to the organization's mission, policies and procedures, and service core philosophies.
- Provides client consultation and in-service training, as appropriate for staff.
- Responds to client concerns and emergencies.
- Facilitates staff recruitment, onboarding/training and review of unmet staff training needs.
- Ensures completion of monthly case reviews.
- Conducts supervision, goal-setting and regular performance reviews.
- Leads and assists in data collection, monitoring and reporting to funding agencies.
- Mentors staff on client counseling, service navigation and referral, workshop facilitation, client recruitment, HTC and linkage and working with community partners.
- Assesses needs of clients, needed resources and legal and policy requirements governing delivery of client services.
- Mentors/coaches staff on job-related technical knowledge and skills, time/work management, communication skills and conflict management.
- Supports and develops staff performance by addressing interpersonal barriers and strengths, empowerment, constructive feedback and proper application of employment and labor laws.
- Attends continuing education training/workshops to keep updated on HIV and HIV prevention and linkage best practices.
- Reports client-level data for submission to the Chicago Department of Public Health, Illinois Department of Public Health, Centers for Disease Control, and corporate grants
- Completes other duties that relate to HTC, linkage and navigation services, as assigned.

#### **REQUIREMENTS/QUALIFICATIONS:**

- Bachelor's degree in social work or related field or the equivalent though relevant life and work experience required; Master's degree in social work or related field preferred
- Familiarity with HIV supportive services, patient navigation and counseling and case management required
- Ability and comfort with discussing sex, drug use, trauma and other sensitive topics required
- Ability to demonstrate professional oral and written communication skills required
- Experience providing linkage and navigation services to individuals living with HIV and/or people vulnerable to HIV
- Knowledge of EMRs preferred
- Vehicle for local travel preferred
- Experience with individual level health counseling preferred
- Bilingual (Spanish) preferred
- Bicultural preferred



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