



**Position:** Early Intervention Specialist-Bilingual Preferred  
**Classification:** Full-time, Salary, non-exempt  
**Date Updated:** November 2023  
**Reports to:** Health Services Director

**Purpose:** To provide linkage and referral to medical care, medication access, and supportive services for people with HIV

**Essential Job Functions:**

- Provide HIV/AIDS education and risk reduction techniques
- Provide support and encouragement when counseling risk reduction
- Make all necessary efforts to get clients linked to an initial medical appointment with an antirretroviral prescriber within 3 days of initial screening
- Track linkage of clients and progress along the HIV Care Continuum
- Link and refer clients to supportive services such as mental health, transportation, and social support groups
- Conduct outreach to clients who have fallen out of medical care or contact with the program, including various forms of communication attempts and field visits
- Participate in coordination of HIV Community Education sessions
- Attend all meetings pertaining to Early Intervention Services (EIS)
- Complete all documentation of services provided within 2 business days of contact with the client
- Maintain knowledge of HIV/AIDS
- Have a thorough knowledge of counseling procedures for rapid testing and be able to administer testing
- Provide monthly reports on activities with clients, other providers, and knowledge gained during any training session
- Maintain confidentiality by securing workspace doors, offices, computers, and any client identifying information
- Attend all departmental meetings
- Assist with set up and tear down for agency events
- Participate in case conference meetings
- Participate in the grant writing process
- Attend all staff meetings
- Complete any other tasks assigned by Supervisors
- Relationships:
  - Within Organization: The Early Intervention Specialist will maintain ongoing communication with the Health Services team and exchange information, ideas, concerns, and utilize problem-solving techniques.

- Outside Organization: The Early Intervention Specialist will maintain ongoing contact with members of affiliated agencies; establish and maintain cooperative working relationships with city, county, state and federal agencies and other related groups.

**Qualifications:**

- BA/BS in health education, cultural studies, human services, social services or a related field. Experience in community health education development and implementation may be substituted
- Bilingual English/Spanish or English/Creole preferred
- State certified HIV/AIDS 500/501 trained with continued updates (provided)
- Knowledge of HIV/AIDS, and sensitivity to the needs and realities of people living with HIV preferred
- Must have flexibility with regard to work hours, be able to work nights and weekends
- Ability to communicate with a variety of health care and human services providers
- Strong organization, time management, and interpersonal skills
- Ability to work under stress and with limited resources
- Maintain appropriate standards of care
- Demonstrated ability to use Microsoft Office programs including Word, Excel and Outlook, and a working knowledge of web browsing and internet usage

**Physical and Mobility Requirements:**

- Position requires occasional travel in the local area. Must have reliable transportation.
- Ability and willingness to participate in ongoing professional development activities in order to keep current on new developments in the field and to enhance skills already maintained.
- Attend and participate in community outreach and fundraising events as requested; this will occasionally require working additional night and/or weekend hours.
- Ability to be mobile throughout the day.

**Expectations:** All employees will support the organization's mission, vision, and values by exhibiting the following behaviors: professionalism, excellence and competence, collaboration, innovation, respect individuality of others, commitment to our community, accountability, and ownership of actions and decisions. All employees will demonstrate support of the organization through commitment to policy, safety and security, and compliance. All employees are expected to participate in organization events and support organization program operations.

**Benefits:** Compass offers competitive wages and a generous benefits package including life, vision, dental and health insurance, and generous paid vacation and sick time.

