

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. – 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATION FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: January 9, 2019
NO: M2-19

CLASSIFICATION TITLE
EARLY INTERVENTION SPECIALIST (EIS) NAVIGATOR
(Canton City Health Department)

SALARY RANGE
\$43,419 – \$64,873

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under "City Government" click on "City Services" and then on "Civil Service". Applicants must submit a copy of driver's license, a current resume, and unofficial college transcripts, and any other documentation pertaining to this position must be on file no later than **February 1, 2019 at 3:00 p.m.**

This is an open examination. To be eligible for the position under this examination, all applicants must be a U.S. Citizen or have legally declared their intention of becoming a U.S. citizen. Applicant shall have no felony convictions.

SHOULD TEN OR FEWER QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, APPLICANTS WILL NOT TAKE AN EXAMINATION, BUT WILL BE PLACED ON AN ELIGIBILITY LIST IN ACCORDANCE WITH THEIR APPLICATION FILING DATE. SHOULD MORE THAN TEN QUALIFIED APPLICANTS REGISTER FOR THIS EXAMINATION, THOSE APPLICANTS WILL RECEIVE DETAILS CONCERNING THE EXAMINATION AT A LATER DATE.

CANDIDATE EVALUATION

Candidates will be evaluated on their education, and work experience.

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MINIMUM QUALIFICATIONS AND EXPERIENCE

Graduate of an accredited college or university with a Bachelor's degree with a major in Psychology, Sociology or related field. Must have a valid driver's license.

PREFERRED QUALIFICATIONS

General awareness of public health level of care and Canton City Public Health services. Understanding of Ohio Administrative Code (OAC) and Ohio Revised Code (ORC) law regarding disease investigation. HIV/AIDS knowledge and experience in prevention services.

ESSENTIAL KNOWLEDGE SKILLS AND ABILITIES

Ability to efficiently multi-task on a daily basis. Proficiency with use of PC hardware and basic software (i.e., Microsoft Office), email, and office equipment (i.e., copier, fax, scanner, telephone, etc.). Excellent customer service, verbal and written communication skills, and effective presentation skills, good interpersonal relationship skills including cultural sensitivity and competence. Ability to adapt to different home/work environments. Ability to be flexible to work on weekends and evenings if needed. Participate in quality improvement team projects and quality improvement training initiatives as required and incorporate the principles of quality improvement into daily work activities.

WORK ENVIRONMENT

Office and field work in a multicounty region. Standard office hours are 8:00am – 4:30pm; however, the position requires that hours be flexible based on the needs of the clients with the ability to be available on weekends and after hours. Serve clients that are at high risk of HIV/AIDS, mental illness and/or addiction. Travel necessary.

*****IMPORTANT NOTICE TO VETERANS*****

As provided in ORC 124.23C, any person who has completed service in the uniformed services, who has been honorably discharged from the uniformed services or transferred to the reserve with evidence of satisfactory service, and who is an Ohio resident and any member of a reserve component of the armed forces of the United States, including the Ohio National Guard, who has completed more than 180 days of active duty service pursuant to an executive order of the President of the United States or an act of Congress of the United States may file with the Director a certificate of service or honorable discharge (DD-214 – Long version), and upon this filing, the person shall receive additional credit of twenty percent (20%) of the person's total grade given in the examination in which the person receives a passing grade. **A copy of DD-214 (long version) must be submitted with the application.**

A member in good standing of a reserve component of the armed forces of the United States, including the Ohio National Guard, who successfully completes the member's initial entry-level training, shall receive a credit of fifteen percent (15%) of the person's total grade given in the examination in which the person receives a passing grade.

Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARDED IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list and preference will be given in accordance with your final rating. Once the list has been established, your name will remain on the list for a period of one (1) year.

EQUAL EMPLOYMENT

All qualified applicants will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability or any other non-merit factor.

ADMITTANCE TO EXAMINATION – IDENTIFICATION REQUIRED

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio driver's license or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

POSITION SUMMARY

Under the general supervision of the Health Services Coordinator, an individual of this classification will function in all components of early intervention services which includes HIV testing, referral services, establishing working relationships with key points of entry, health literacy and health education, access and linkage to care and coordination of the syringe service program (SWAP). This individual will work with a diverse population including individuals who are newly diagnosed HIV- positive and those individual's at highest risk of transmitting or contracting HIV. This is a position that will cover region 5 which consists of 8 counties (Carroll, Coshocton, Harrison, Holmes, Jefferson, Stark, Tuscarawas and Wayne). This is a new program and new position that is grant funded. It will require in-state travel for various trainings and travel throughout the 8 counties. This position will work in collaboration with the HIV prevention programming team including the disease intervention specialist and linkage to care specialist so as not to duplicate services. The employee receives periodic review and appraisal of performance plus functional and administrative supervision. The employee must exercise independent judgment in performance of duties. The employee will be responsible for confidential and personal information and must adhere to the confidentiality and privacy policies of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work non-traditional hours; establish points of entry for high risk referrals from agencies throughout region 5 (emergency departments, substance abuse and mental health treatment programs, homeless shelters, federally qualified health centers, etc.); enroll providers into PAPI (Prevention Assistance Program Interventions) to prescribe PrEP (pre-exposure prophylaxis); notify the Disease Intervention Specialist in their jurisdiction for partner notification; implement and facilitate ARTAS (Anti-Retroviral Treatment & Access to Services) sessions with newly and previously diagnosed HIV-positive persons resistant to care (or equivalent goal-based program); develop a service plan of action for meeting client's assessed needs; make referrals to HIV medical care and appropriate supportive services as needed; make referrals to medical case managers for clients with multiple, complex needs; collaborate with the HIV team as one component of coordinated care for clients/participants; provide a bridge between HIV-positive clients and medical care; engage and refer high risk negatives to PAPI providers for PrEP medication; submit regular reports indicating ARTAS and linkage to care data to Manager; maintain accurate and up-to-date documentation on clients; participate in community health fairs and other community events as requested; coordinate and manage the inventory for the syringe service program-SWAP; facilitate the SWAP planning team; participates in required public health team emergency preparedness training and exercises.

**BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator**