



Position Description

Position Title:	Early Intervention Specialist (EIS) Navigator	Position #:	903
Working Title:	EIS Navigator	CS Status:	Classified
Division or Unit:	Nursing	Reports to:	Health Services Coordinator
Employment Status:	Full-time	Pay Grade:	R5
Funding Source:	EIS Grant	FLSA Status:	Exempt
This position description was last approved by the Board of Health on:		March 28, 2022	
Approved last by the Canton Civil Service Commission:			

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 position is grant funded and will cover region 5 (a multi-county region). It will require in-state travel for various trainings and travel throughout the counties covered by this grant. 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 & Responsibilities:

- 95% PrEP (pre-exposure prophylactics) Navigation/PAPI (Prevention Assistance Program Interventions) Coordinator
- 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.)
 - Maintain relationships with established PAPI (Prevention Assistance Program Interventions) providers and form new relationships with clinicians willing to prescribe PrEP (pre-exposure prophylaxis)/become part of the PAPI network.
 - Provide HIV testing to clients during scheduled clinic hours, as well as when clients schedule could allow. Provide appropriate referrals based on the test result to prevention services or to treatment/partner notification (Disease Intervention Specialist).
 - Assist in other HIV related activities and ensure no duplication of services with other members of the HIV Prevention Team.
 - Connect client at risk of HIV to prevention methods such as PrEP, PAPI enrollment, condom distribution, safer sex options. Refer client to outside partners/resources as appropriate.
 - Maintain client relationships and ensure that all billing/payments are put into



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the PAPI system in an appropriate manner.

- Follow up with clients on needs, continuation of biomedical HIV prevention methods, insurance enrollment, etc. Maintain up to date information/documentation on clients.
- Participate in grant calls and ODH required meetings, as well as assist in the writing of continuation grants as grant reports.

SWAP Program Coordinator

- Provide care to people who use/inject drugs in a non-judgmental manner and provide harm reduction services to clients who come to the program.
- Responsible for maintaining inventory for program materials and placing orders for replacements as appropriate.
- Facilitate the SWAP ad-hoc committee meetings, represent CCPH/SWAP at local and state-wide prevention meetings/calls.
- Explore funding opportunities for syringes, assist in writing grants for continuation of the program.
- Data entry of SWAP clinics into Excel. Perform quality checks on data collection and input. Create projections of program and provide data to funders/community partners/stakeholders as needed including in the CCPH annual report.

Other Duties

- Work non-traditional hours
- Submit regular reports of SWAP and PAPI data to Manager
- Participate in community health fairs and other community events/committees as requested
- Participate in CCPH committees for various activities.

5% Participates in required public health team emergency preparedness training and exercises.

Other Duties & Responsibilities:

& Ability to efficiently multi-task daily. 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.

Minimum Qualifications:

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. Knowledge and experience in HIV/AIDS, STI, sexual health, and working with minority populations (i.e., LGBTQ+, PWID, BIPOC).



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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.

Competencies: The following Council on Linkages Core Competencies (Adopted May 2010) for this position include:

- Analytical/Assessment Skills (1A1, 1A2, 1A3, 1A4)
- Policy Development/Program Planning Skills (2A1, 2A2, 2A6, 2A10)
- Communication Skills (3A1, 3A2, 3A4)
- Cultural Competency Skills (4A1, 4A2, 4A4, 4A5)
- Community Dimensions of Practice Skills (5A1, 5A2, 5A3)
- Public Health Sciences Skills (6A1, 6A2, 6A3)
- Financial Planning and Management Skills (7A2, 7A3)
- Leadership and Systems Thinking Skills (8A1, 8A3, 8A7)

Canton City Public Health has adopted the following Organizational Competencies that all employees are expected to achieve:

- Customer Focus
- Accountability
- Equity and Fairness
- Continuous Quality Improvement
- Occupational Health and Safety
- Emergency Preparedness

Work Environment: Office and field work in a multicounty region. Standard office hours are 8am – 430pm; 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.

Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it to achieve the above descriptions.



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Approval: This position description was approved by the Board of Health on: March 28, 2022

Revision History: Dates of prior approved versions: October 22, 2018

Employee Statement:

I hereby acknowledge that I have received a copy of this position description on this date.

Employee Signature

Date

Printed Name