



Position Description

Position Title:	Linkage to Care Specialist		Position #:	902
Working Title:	LTC		CS Status:	Non-classified
Division or Unit:	Nursing		By title: Health Services Coordinator	
Employment Status:	Part-Time	Pay Grade:	PT5	FLSA Status: Exempt
Funding Source:	HIV Prevention Grant – Fund 2318			
This position description was last approved by the Board of Health on:			February 28, 2022	

Position Summary:

Under the general supervision of the Health Services Coordinator, an individual of this classification is responsible for coordination of HIV care and supportive services for persons identified as HIV-positive under the HIV Prevention project. This person is responsible for linking both newly within 30 days of diagnosis and previous positives within 30 days from date of assignment. The Linkage to Care (LTC) Specialist will utilize the CDC evidence-based strategy ARTAS (Anti-Retroviral Treatment & Access to Services) and provide referrals to partners and essential support services as needed. Services offered by the LTC Specialist are designed to be short-term in nature (6 months). The Linkage Specialist may need to refer HIV-positive persons, with extended needs, to long-term medical case management. The LTC Specialist services cover an 8-county region which may require travel. 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%
- Work non-traditional hours.
 - 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 HIV-positive persons to prevention services
 - Submit regular reports indicating ARTAS and linkage to care data to Manager
 - Maintain accurate and up-to-date documentation on HIV-positive clients
 - Participate in community health fairs and other community events as requested
 - Conduct HIV and Hep C testing for high risk individuals
 - Help facilitate Canton City Public Health’s (CCPH) weekly syringe exchange program
 - Perform Sexually Transmitted Infection (STI) presentation to local schools upon request
 - Participate in work groups and committees pertaining to HIV prevention and Linkage to Care
 - Foster collaborative relationships with community partners within Region 5, including but not limited to infectious disease doctors and HIV care providers
 - Assist with marketing campaigns promoting HIV awareness



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- Maintain knowledge of local and referral resources
 - Assist with projects and reports requested by ODH
- 5% Participates in required public health team emergency preparedness training and exercises.

Other Duties & Responsibilities:

& 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.

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.

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

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. Office hours 8am – 430pm with the ability to be available on weekends and after hours. Serve clients that are at high risk of HIV/AIDS, mental



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illness and/or addiction. Travel necessary.
Reasonable accommodation in accordance with ADA Compliance will be made available to those who need it in order to achieve the above description.

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

Revision History: Dates of prior approved versions: 09/24/2018

Employee Statement:

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

Employee Signature

Date

Printed Name