

Title Code	Class:Sub	Approved Title Sr. Community Health Program Rep		Effective Date	Act. Type	ER/Unit Code
JA Number	Exception	Deptarement Code	Comp Analyst		Date	C Code
Employment Rep		Date	E Code	Sensitive Position <input type="checkbox"/> Yes <input type="checkbox"/> No	Conflist of Interest <input type="checkbox"/> Yes <input type="checkbox"/> No	

UCLA JOB DESCRIPTION
Department of Medicine

DO NOT WRITE IN SHADED AREAS - PERSONNEL USE ONLY

REASON FOR PREPARING DESCRIPTION (*THE DESCRIPTION MUST INDICATE WHICH RESPONSIBILITIES WERE ADDED OR CHANGED SINCE THE LAST REVIEW)					
<input type="checkbox"/> NEW POSITION		<input checked="" type="checkbox"/> RECLASSIFICATION REQUESTED		<input type="checkbox"/> UPDATE/REVIEW REQUESTED	
				<input type="checkbox"/> UPDATE/FOR RECORD ONLY*	
INCUMBENT NAME		DEPARTMENT OF MEDICINE DIVISION OF: VENICE FAMILY CLINIC		% TIME 100	<input checked="" type="checkbox"/> CAREER <input type="checkbox"/> CASUAL RESTRICTED <input type="checkbox"/> CASUAL <input type="checkbox"/> PARTIAL YEAR CAREER
PRESENT PAYROLL TITLE Community Health Program Rep		TITLE CODE	ER/UNIT CODE	WORKING TITLE (IF DIFFERENT) Syringe Services Program Patient Navigator	REQUESTED PAYROLL TITLE SR COMMUNITY HEALTH PROG. REP.
SUPERVISOR NAME		PAYROLL TITLE		<p style="text-align: center;">STATUS</p> CR ___/___/___ CS ___/___/___ CA ___/___/___ CN ___/___/___ RP ___/___/___ ER ___/___/___ ES ___/___/___ EA ___/___/___ EC ___/___/___	
NAME OF PERSON WHO ASSIGNS WORK (IF OTHER THAN ABOVE)		PAYROLL TITLE			
DEPARTMENT HEAD'S NAME		TITLE			
DIRECTLY SUPERVISES THE FOLLOWING EMPLOYEES		LIST POSITIONS REPORTING DIRECTLY TO EMPLOYEE			
NAME	JOB TITLE	NUMBER OF EMPLOYEES	JOB TITLE		
					EXTENT OF SUPERVISOR RESPONSIBILITY (CHECK APPLICABLE BOXES)
					<input type="checkbox"/> FINAL SELECTION <input type="checkbox"/> TRAINING <input type="checkbox"/> WORK ASSIGNMENT <input type="checkbox"/> WORK REVIEW <input type="checkbox"/> PERFORMANCE REVIEW <input type="checkbox"/> DISCIPLINE

LIST ANY LICENSES, CERTIFICATES, DEGREES OR CREDENTIALS REQUIRED BY LAW FOR THE JOB	LIST ANY MACHINES, TOOLS, EQUIPMENT, OFFICE APPLICANCES OR MOTOR VEHICLES REQUIRED TO DO THE JOB; INDICATE WHETHER USE IS OCCASIONAL, FREQUENT OR CONSTANT.
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EMPLOYEE - I CERTIFY THAT THE INFORMATION ON THIS FORM IS CORRECT, COMPLETE & DESCRIBES MY JOB AS I UNDERSTAND IT.	IMMEDIATE SUPERVISOR - I HAVE REVIEWED THE STATEMENTS ON THIS FORM & CERTIFY TO THEIR ACCURACY	DEPARTMENT HEAD - I HAVE REVIEWED THE STATEMENTS ON THIS FORM & CERTIFY TO THEIR ACCURACY
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SUMMARY STATEMENT

Venice Family Clinic is a nonprofit community health center celebrating 50 years of delivering quality primary care to people in need. We provide vital and comprehensive health care services to nearly 28,000 people each year, regardless of their income, insurance or immigration status. Our history is rooted in Venice, but our footprint, impact, and ambitions are more expansive than ever. Visit venicefamilyclinic.org to learn more about us.

TYPE OF SUPERVISION RECEIVED

Under the Direct Supervision of the Prevention Supervisor, the Syringe Services Program (SSP) Patient Navigator will play a critical role in providing linkage to care for clients who utilize our Syringe Services Program. The primary role of the SSP patient navigator will be to successfully link SSP clients to community-based programs that address the medical and psychosocial needs of people who inject drugs (PWID), especially to treatment for substance use disorder and care and treatment for infections related to injection drug use (IDU), including viral hepatitis, HIV, and bacterial infections including endocarditis. The SSP Patient Navigator will assist SSP clients who may need a series of linkages in order to successfully access their desired program. Potential assistance may include help applying for identification, Medicaid/ health insurance or unemployment. They will link SSP clients to programs that are non-judgmental, able to service active PWID, and otherwise culturally competent to meet the needs of this community. They will ensure newly diagnosed HIV+ and/or Hep C+ clients are referred and linked to medical services. They will provide HIV 101 and Hep C 101 to clients and various organizations within the community. They will participate in daily Syringe Services needs including providing new syringes to clients, disposing of used syringes, educating clients on overdose prevention and prevention education. The ideal candidate will have indepth knowlede of the health care system in Los Angeles.

HOW LONG HAVE THE DUTIES & DISTRIBUTION OF TIME BEEN SUBSTANTIALLY AS BELOW?	ATTACH A COPY OF MOST RECENT ORGANIZATION CHART
AMOUNT OF TIME	DUTIES AND TASKS
70%	<p>A. Patient Navigation</p> <ol style="list-style-type: none"> 1. Link SSP clients to programs that address medical and psychosocial needs. 2. Provide referrals to services offered by agency and ensure linkage. 4. Assist SSP clients in applying for identification, Medicaid/ health insurance or unemployment. 5. Ensure newly diagnosed HIV+ and/or Hep C+ clients are referred and linked to medical services. 6. Provide HIV/Hep C 101 to clients and various organizations in the community. 7. Conduct HIV and Hepatitis C testing and counseling. 8. Seek clients with unknown HIV/Hep C status, HIV+ patients who are lost from care, clients who use syringes and clients who desire substance abuse treatment and link back to care at VFC. 7. Maintain appropriate boundaries with clients. 8. Create and maintain relationship with clinical staff to ensure appropriate and timely care for clients. 10. Act as client advocate and assist clients in problem solving. 11. Monitor medical appointments and make follow up calls to ensure client is linked back into care. 12. Advocate with primary care providers to ensure access to quality treatment and/or care. 13. Utilize motivational interviewing to ensure client stays engaged in medical care. 14. Represent Clinic in mandatory monthly regional calls hosted by funder. 14. Ensure program meets all contract requirements.
10%	<p>B. Outreach</p> <ol style="list-style-type: none"> 1. Create and maintain relationships with various “gate keepers” within surrounding communities to provide information regarding programs. 2. Provide clean syringes to clients at encampments with known injection drug users. 3. Dispose of used syringes collected from SSP clients and the community. 4. Provide referrals to Hepatitis C, STD and HIV testing.

5. Review and complete data collection forms.
6. Compile data for monthly report.
7. Represent Clinic and Program in meetings with community stake holders and other local government and social service agencies.

10%

C. Syringe Exchange

1. Provide clean syringes to clients at certified locations.
2. Dispose of used syringes in appropriate manner.
3. Educate client on overdose prevention, wound care, prevention education and referrals to various services.
4. Provide referrals to Hepatitis C, STD and HIV testing.
5. Monitor and maintain inventory of supplies.

10%

D. Administrative

1. Maintain confidentiality of participants.
2. Document according to funding requirements.
3. Build and maintain a contact network of agencies and local community members to expand prevention program services.
4. Participate in annual audits.
5. Participate in Quality Management plan.
6. Other duties as assigned.
7. Must possess a valid California Drivers License for the class of vehicle to be operated (class B). Must have no license restrictions other than for corrective lenses.
8. Assist direct supervisor in reporting requirement for specific contracts.

SKILLS, KNOWLEDGE AND ABILITIES	TASK REFERENCE	IMPORTANCE
1. Knowledge of HIV/AIDS, including Antibody testing, community resources, Hepatitis C and STD knowledge, harm reduction, syringe exchange.	A, B,C	REQUIRED
2. Skill in database management and data entry.	A	REQUIRED
3. Ability to complete required program documentation.	A, B, C	REQUIRED
4. Public speaking and leadership ability.	A,B,C	REQUIRED
5. Skill in providing individualized HIV health education, HIV testing and counseling, Hepatitis C education, Hepatitis C testing and counseling, overdose prevention, medical and substance abuse referral, and abscess education.	A, C	REQUIRED
6. Ability to follow through on assignments.	ALL	REQUIRED
7. Ability to work independently and as part of a group.	ALL	REQUIRED
8. Ability to discuss sensitive matters in a non-judgmental manner and to respect confidentiality.	ALL	REQUIRED
9. Ability to work effectively with people of diverse cultural and educational backgrounds.	ALL	REQUIRED
10. Skill in maintaining cooperative working relationships with staff members and volunteers.	ALL	REQUIRED
11. Skill in creating flyers and other program-promoting documents.	A, B, C	REQUIRED
12. Bilingual in conversational Spanish	A,B,C	PREFERRED