LEAD HEALTH EDUCATION SPECIALIST  
PrEP NAVIGATOR JOB DESCRIPTION

SCOPE OF WORK
The Lead Health Education Specialist – PrEP Navigator is a full-time, non-exempt position reporting to the Director of Health Services at The LGBTQ Center Long Beach (The Center). The Lead Health Education Specialist provides HIV/STI-related counseling, testing, and referral services, focusing on navigating patients to access Pre-Exposure Prophylaxis (PrEP). This person will also confirm linkage to HIV/STI treatment, provide health information to patients, education, referrals and offer risk reduction resources and information. Additional responsibilities include collecting testing specimens via finger-stick, venipuncture, throat, genital, rectal swabs, and urinalysis for STI screenings. The primary focus of this position will be to offer care coordination, support, and services to HIV-negative individuals who require assistance in accessing and remaining in PrEP care. This position will assist PrEP eligible clients with services such as, but not limited to, health insurance enrollment, PrEP provider identification, appointment scheduling, management of clinical costs, appointment reminders, education on the benefits of PrEP and ongoing maintenance.

The ideal candidate will have extensive knowledge of HIV/AIDS and STIs, transmission, and prevention related to key populations at risk of acquiring HIV and STIs, including people of color and transgender individuals in the Long Beach area. This position requires a strong knowledge of local community resources, outstanding written and communication skills, experience working with diverse populations (particularly LGBTQ+ individuals), and excellent interpersonal skills. The person in this role will be required to attend continuing education, training, seminars, in-service training, and other professional development opportunities to stay abreast of relevant literature and maintain familiarity with trends/changes in public health and prevention services.

I: FUNCTIONAL RESPONSIBILITIES
A: Administrative
1. As needed, participate in team/department, interdisciplinary and staff meetings.
2. Assess benefits, insurance coverage, and support to access payor programs.
3. As needed, participate in community outreach and engagement events.
4. Create, maintain, and update patient records in the electronic health record system and internal database system.
5. Effectively collaborate with all individuals involved in PrEP care and program delivery to support high-quality services.
6. Produce monthly reports that include testing, screening, and linkage to PrEP totals.
7. Maintain internal tracking system of all health services patients accessing services.
8. Inventory and order testing and treatment supplies and manage allocated expenses.
9. Collaborate with the Director of Health Services to maintain facility and clinic licenses and protocols up to date and current.
10. Other duties as assigned.
B: Clinic Operations
1. Work with the Health Services team to identify potential PrEP clients and those needing PrEP navigation services.
2. Provide support to HIV-negative individuals interested in starting PrEP and those already accessing the service.
3. Make referrals for external services needed to support PrEP care and follow up to ensure service delivery.
4. Facilitate client flow and coordination of all HIV/STI testing clients.
5. Provide coverage for additional testing hours, special events, and shortstaffing.
6. Follow universal safety precautions.
7. Triage HIV+ clients to local medical facilities and other community resources.
8. Maintain medical records with accurate, current, and updates.
9. Provide and maintain a customer service atmosphere that incorporates the standards and protocols of the Health Services Department and The Center.

C: Direct Service
1. Collect specimens for HIV/STI screening and coordinate processing for lab pick up.
2. Provide rapid HIV/STI testing, education, and counseling.
3. Provide sexual health education and counseling regarding HIV/STI infection, transmission, prevention, and testing.
4. Coordinate with Nurse Practitioner to run appropriate PrEP related lab tests and conduct follow-up labs as required by protocols.
5. Conduct blooddraw and monitor required labs for liver and kidney function.
6. Prepare laboratory requisitions and additional laboratory materials, including specimen containers, forms, and scheduling lab pick-up.
7. Assist in the preparation and disclosure of test results.
8. Assist the on-site Nurse Practitioner with medical examinations, consultations, treatment documentation, patient-delivered partner therapy (PDPT), and clinic maintenance.

II: Minimum Qualifications
- Two years of progressive professional experience focused on sexual health, medical services, or patient navigation and coordination.
- At least one (1) year of progressive professional experience working in HIV/STI education or counseling setting.
- Able to work evenings and weekends.
- Ability to pass FBI background check.
- Must have access to reliable transportation, a valid driver’s license, and a driving record that will support The Center’s liability insurance provider.
III: PREFERRED QUALIFICATIONS

- Undergraduate degree from or currently attending an accredited institution of higher learning in Public Health/Human Services.
- Bilingual/fluent (can read, write, and speak) in English and Spanish.
- Has a current and valid certification from State or LA County as HIV Counselor and completed Basic I and Basic II courses.
- State or National certification in venipuncture/blood withdrawal.

IV: COMPENSATION

- The hourly rate for this position is $21.
- Other benefits include (medical, vision, dental, paid sick time, vacation, holidays, 401K with employer contribution)
- Optional benefits include (critical life/illness and legal insurance)

V: AFFIRMATIVE ACTION STATEMENT

The LGBTQ Center Long Beach (The Center) is an Affirmative Action/Equal Opportunity Employer and does not discriminate, exclude, or otherwise deny employment and/or advancement opportunities to any qualified candidate based on age, ancestry, color, disability/handicap, gender, gender identity/expression, national origin, place of birth, race, religion, sex, sexual orientation, and any other characteristic(s) protected under local, state, or federals laws in any of its hiring practices and activities. The Center reviews and decides on all qualified candidates without regard to these characteristics.

VI: HOW TO APPLY

- Please submit a cover letter, resume and three professional references to Ismael Salamanca, Health Services Director, but email to isalamanca@centerlb.org.
- Incomplete submissions will not be considered.