

## Valley AIDS Council d/b/a Westbrook Clinic

### Position Description

Job Title: Risk Reduction / Data Entry Specialist I  
FLSA Status: Non-Exempt  
Approved By: CEO/Executive Director  
Approval Date: 01/12/2016  
Department: Education  
Reports To: Director of Education

#### **SUMMARY:**

The Risk Reduction Specialist I serves as a member of a team that provides HIV/STI prevention and intervention services through field based operations to individuals and groups at high risk of infection. The RRS I is expected to be culturally competent and comfortable working with incarcerated and drug-using community members, as well as members of the LGBTQ community.

#### **EMPLOYEE RISK FACTOR: I**

Performs tasks that involve exposure or potential exposure to blood, body fluids or body tissue, or other potentially contaminated materials.

#### **SUPERVISION RECEIVED/EXERCISED:**

Works under the general direction of the Director of Education.

#### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides HIV/STD prevention/intervention services. Services include: HIV (ab) testing, risk assessment and referrals to health and human services and drug treatment programs through active outreach to people who: (a) exchange sex for money/drugs or favors (male or female); (b) use injectable drugs; (c) are abusing any substance on the streets; (d) are housed in areas that are considered to be active with high risk populations; (e) are active in gangs; (f) are homeless and/or (g) men having sex with men.

Maintain a flexible schedule as a majority of outreach activities occur outside normal working hours (8:00 AM - 5:00 PM, Monday through Friday).

Uses products associated with HIV (ab) testing including but not limited to blood.

Provides Prevention counseling for persons receiving the HIV (ab) test as directed by protocol. Maintains appropriate records of all activities and services in an accurate and timely manner. Reports progress and activities to supervisor on a regular basis. Provides STI testing.

Assures compliance with project objectives and grant requirements as assigned. Conducts himself/herself in a respectable manner on or off the job.

Identifies target audiences unable to visit on site and assesses their potential interest in organization's programs.

Visits institutions and organizations associated with target audiences and coordinates arrangements for staff visits.

Visits outreach sites, transports and sets up materials, and conducts program education and intervention services to the target population.

Develops methods for feedback from outreach locations and evaluates program success, making adjustments as appropriate.

Prepares reports to supervisory staff on activities/efforts as directed.

Provides Health Education/Risk Reduction presentations to high risk community.

Ability to learn and implement Data Base software. Enters "Units of Service" to data base files. Assist project staff by collecting data related to prevention and behavioral services.

Maintains project data base and provides technical assistance to Valley AIDS Council's subcontractors who also have access to the project data base.

**MINIMUM QUALIFICATIONS – EDUCATION & EXPERIENCE:**

High School Diploma or GED. Two years certificate from college and/or technical school; or twelve months of PBC /intervention experience and/or training; or equivalent combination of education and experience.

**MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS & ABILITIES:**

A responsible and mature individual with a passion for medicine. Working knowledge of Microsoft Office, specifically Outlook, Word & Excel. Must be able to work under conditions of constant interruption and be able to stay on task.

Ability to participate effectively as a team member. Willingness to work a flexible schedule when circumstances necessitate. Knowledge of primary care and HIV medicine. Commitment to team approach to patient services. Commitment to patient education. Commitment to the purpose and goals of Westbrook Clinic and agreement with Westbrook Clinic's philosophy.

Ability to speak fluent English; ability to handwrite legibly; ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals; ability to write routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization; ability to add, subtract, multiply, and divide, in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent and to draw and interpret bar graphs; ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PREFERRED QUALIFICATIONS:**

State of Texas Class "C" Driver's License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Spanish speaking preferred.

Flexibility to travel, if needed.

**SPECIAL REQUIREMENTS/QUALIFICATIONS:**

Employee must maintain all certifications, licenses, and/or registrations consistent with agency policy and state law.

State of Texas Class "C" Driver's License. Employee must maintain all certifications, licenses and/or registrations consistent with Westbrook Clinic policy and Texas State Law.

Flexibility to travel, if needed.

**EQUIPMENT USED:**

Working knowledge of thermometers, EKG machine, Glucometer, Defibrillator, and blood pressure machine. Requires frequent use of personal computer, including word processing and spreadsheet programs; telephone, copy machine, fax machine, and automotive vehicle.

**PHYSICAL DEMANDS:**

A constitution to work under the rigors of delivering medical care. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand, walk, sit, and listen for extended periods of time.

The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORKING CONDITIONS:**

Work is predominantly performed in an office setting where the noise level is usually moderate. While performing the duties of this job, the employee is regularly exposed to outside weather conditions.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Valley AIDS Council d/b/a Westbrook Clinic is an Equal Opportunity/Affirmative Action employer, welcomes individuals from diverse backgrounds and perspectives, and believes that an inclusive and respectful environment enriches the Agency community and the employment experience of its members. Valley AIDS Council d/b/a Westbrook Clinic prohibits discrimination against individuals on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, status as a veteran or special disabled veteran, gender identity or expression, genetic information, pregnancy, childbirth or related medical conditions and any other prohibited characteristic. Please visit our website to view all Agency Policies and Workplace Postings.

Background investigations and a drug screen are required for all new hires as a condition of employment, after the job offer is made. Employment will be contingent upon Valley AIDS Council d/b/a Westbrook Clinic's acceptance of the results of the background investigation and drug screen.

Employment with Valley AIDS Council d/b/a Westbrook Clinic will require training which may include but not limited to explicit training/discussion regarding sex and sexuality. This position may also encounter such explicit language when dealing with clients and targeted populations.

This job description has been discussed with me by my supervisor. I agree to perform these duties to the best of my abilities, and I understand that my duties may not be limited to those described above.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date