

# JOB ANNOUNCEMENT

## HIV Linkage Coordinator

Communicable Disease Specialist 2  
(unclassified position)

**Posted:** February 18<sup>th</sup>, 2021

**Deadline/Closing:** Open Until Filled

**Location:** HIV/STD Clinic-Lawrenceville

**Salary:** \$35,000

**Paygrade:** I

**Position Number:** NEW

**Position open to:** All qualified applicants



**Job Summary:** The Gwinnett, Newton and Rockdale County Health Department is seeking a qualified candidate who, under supervision, will serve as a HIV Linkage Coordinator for the District HIV Program and is responsible for navigating activities related to HIV testing, linkage to HIV medical care, retention and the re-engagement of persons living with HIV into medical care, treatment and support services, and other duties as assigned. This position will work as a part of a collaborative HIV prevention team and will work with community based organizations providing HIV prevention and care. This position will also assist in auditing HIV linkage records and provide technical assistance to internal and external clinical partners. This position will collaborate with program staff as we work toward HIV Elimination goals outlined in the Ending the Epidemic initiative.

### **Minimum Qualifications:**

Completion of a Bachelor's degree from an accredited college or university AND Six months of related experience OR Associate's degree from an accredited college AND Two years of experience in a related field OR Four years experience in a medical related field OR Licensure as a registered nurse (RN) AND one of nursing experience OR One year of experience at the lower level Communicable Disease Specialist 1 or position equivalent.

**Copy of Official College Transcript & 3 Year Motor Vehicle Report must be submitted with application.**

### **Preferred Qualifications:**

Experience in social services delivery, medical case management, and/or any other aspect of HIV care is preferred. Preference will also be given to applicants who, in addition to meeting the minimum qualifications, possess Disease Information Specialist certification or two years experience as a CDS. Computer literacy in Excel and Word and excellent communication and writing skills are also preferred.

### **We Offer:**

12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan, life insurance and payroll deductible Health and Flexible Benefits (Dental, Vision, Legal, Long Term Care, Dependent Life, AD&D, Short and Long Term Disability). Medical and Child care spending accounts can be established in addition to deferred compensation options.

## **Instructions to Apply:**

EMAIL, FAX or MAIL a **completed** application\* to:

Katie Bowles - HR  
Gwinnett, Newton, & Rockdale County Health Departments  
PO BOX 897  
Lawrenceville, GA 30046  
Fax # 770-277-2089  
[katie.bowles@gnrhealth.com](mailto:katie.bowles@gnrhealth.com)

At Gwinnett, Newton, & Rockdale County Health Departments, we work to protect and improve the health of those who work, live, and play in our community. Our most valuable resource is, by far, the dedicated and highly trained employees who enjoy and appreciate the opportunity they have to serve our community.

Applications may be downloaded at  
[www.gnrhealth.com](http://www.gnrhealth.com)

\* We do not accept resumes without a fully completed Application for Employment. Required education credentials, license, certification and/or registration must be submitted prior to employment. Due to the volume of applications/resumes, we are unable to provide information regarding status over the telephone. No notification will be sent except to those applicants selected for interviews.

**APPLICATIONS MUST BE SUBMITTED NO LATER THAN 5:00 PM ON THE DAY OF DEADLINE**

### **An Equal Opportunity Employer**

Under Title I of the ADA, we do not discriminate on the basis of disability in our employment practices.

*Applicants selected for employment will be subject to the following:*

Pre-employment Drug & Medical Screening | Fingerprint Criminal Record Investigation | Reference Checks