

JOB ANNOUNCEMENT

PrEP Program Coordinator

Communicable Disease Specialist 1

(unclassified position)

Posted: May 25th, 2022

Deadline/Closing: Open Until Filled

Location: HIV/STD Clinic-Lawrenceville

Salary: \$40,000-\$49,000 (Based on education)

Paygrade: H

Position Number: 00165318

Position open to: All qualified applicants



Job Summary:

The PrEP Coordinator will play a critical role in our HIV Prevention Program, working closely with clinical care teams, to assist patients in obtaining timely, essential, and appropriate PrEP-related medical and social services to prevent HIV infection. The PrEP Coordinator will consult with patients to answer questions about PrEP, administer risk assessment surveys, assist with medication assistance, provide adherence counseling, ensure clinical follow up is completed, conduct follow-up visits/phone calls, re-engage patients lost to follow-up, assist with appointment scheduling, and liaison with clinical service providers regarding PrEP. Other duties will include assisting with the development, modification, and implementation of PrEP clinic protocols, entering/tracking patient data, managing compliance related data, and preparing and disseminating PrEP utilization reports. The PrEP Coordinator may also assist HIV Prevention staff with outreach and testing functionality.

Minimum Qualifications: Bachelor's degree from an accredited college or university OR Four years of outreach experience

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

Preferred Qualifications: Experience working with and knowledge of STDs/HIV; Completion of Masters in Public Health. Experience working with diverse populations (HIV positive, LGBTQ Community, etc.); Experience working in a Public Health or Community Health setting. Social service experience including case management or provision of non-clinical services. Experience providing outreach and nonclinical HIV testing. Excellent communication, written and oral are essential. Multilingual.

We Offer:

13 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

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

* 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