

UW HEALTH JOB DESCRIPTION

Patient Navigator- PrEP Program

Job Code: 300084	FLSA Status:	Mgt. Approval: P. Zellmer	Date: 6/2018
Department: 17820 Medical Specialties Clinics		HR Approval: K. Szudy	Date: 6/2018

JOB SUMMARY

Under the supervision of the Social Work Supervisor and the Medical Specialties Clinic Manager, the Patient Navigator-PrEP (Pre-exposure Prophylaxis) Program will provide patient support and navigation services to HIV negative individuals who are at higher risk for becoming infected by HIV and/or who may have barriers to accessing and adhering to PrEP care. In addition, this individual will support the development of systems and infrastructure to increase PrEP services within UW Health and other local community systems. These services will be provided either in-person or via phone at the UW Health HIV clinic, throughout UW Health clinical locations and at off-site local community locations (Dane County).

MAJOR RESPONSIBILITIES

- Coordinate, in conjunction with the Social Work Supervisor and HIV program leadership, a navigation program for individuals to access PrEP care.
- Function as the primary point of contact for UW Health PrEP services, providing in-person services for people seen at the UW Health HIV clinic and support to other UW Health providers and clinical staff who are providing PrEP services in other clinics.
- Provide screening and decision support to individuals at risk for HIV; linking to PrEP care at UW Health or in other healthcare systems as appropriate.
- Provide benefit screening and enrollment assistance to improve access and adherence to PrEP services.
- Provide service linkage to address other psychosocial needs as appropriate; make referrals to clinical social workers within the HIV program for more complex psychosocial intervention as indicated.
- Reduce barriers to obtaining clinical PrEP care/services.
- Assist the clinical team with individualized risk-reduction counseling and support as well as adherence strategies for targeted outreach interventions to optimize follow-up.
- Assist in the development of tools that support best practices in PrEP care.
- Assist in the development of materials promoting PrEP resources and services.
- Promote the PrEP Navigation and clinical services within UWHealth and with community providers and agencies.
- Provide targeted PrEP outreach activities with at-risk communities.
- Assess organizational readiness for implementation of PrEP Care in other UW Health clinics.
- Collaborate with key personnel at UW Health clinics and other service/health-related organizations to help develop infrastructure to provide PrEP care in additional clinics (primary care).
- Participate in the UW Health HIV team activities including; staff meetings, supervision and other activities as identified by the Social Work Supervisor, Ryan White Grant Manager, HIV Medical Director or Clinic Manager.
- Participate in quality initiatives as requested.
- Participate in local and regional meetings/initiatives centered around PrEP care.
- Participate in Grant-supported State and National trainings and conferences.
- Acquire and maintain strong knowledge of local, state, and national PrEP-related resources and services to assist patients in accessing PrEP care.
- Develop and maintain a comprehensive patient resource list, sharing with patients, internal and external stakeholders.
- Coordinate and present at educational events locally and regionally.
- Share UW Health PrEP Navigation best practices and workflows with local and regional PrEP Navigation programs.
- Perform other duties as needed.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in social work; counseling; nursing, health education or related field
	Preferred	Master's Degree in social work; counseling; nursing, health education, public health or related field
Work Experience	Minimum	

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	Preferred	2 years of experience working in HIV prevention or care, medical care systems, diverse populations, and/or underserved communities.
Licenses & Certifications	Minimum	Valid Driver's License
	Preferred	Active State license in degree field, as applicable
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Demonstrated ability to function as a team member • Demonstrated ability to work independently • Demonstrated ability to provide services with cultural competence • Comfort with public speaking • Ability to drive to off-site locations • Ability to work occasional evenings • Community-based work required

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input checked="" type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input checked="" type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<input type="checkbox"/>	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
<input checked="" type="checkbox"/>	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
<input type="checkbox"/>	Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input type="checkbox"/>	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
<input type="checkbox"/>	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.