

PROGRAM SPECIALIST (HIV)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class supervises the AIDS Management Program HIV Counseling Team and performs specialized clinical evaluations, case reviews, case management, data and statistical collection and analysis and interdepartmental or inter-agency consultation and training. Work also involves professional consultation and training activities. Off site visits to referral agencies may be expected. Supervision is exercised over HIV Counselors and Community Workers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides professional clinical review and direction for the direct service activities of the HIV Counselors and related staff;

Provides professional consultation and training to the staff of other hospital departments and HIV/AIDS related community agencies;

Conducts assessment on WCMC and Psychiatric inpatients referred for HIV counseling/testing to ensure regulatory compliance and appropriateness of service;

Provides counseling, case management and testing to clients when appropriate;

Consults, educates and coordinates independently at various off-site locations such as Neighborhood Health Centers, community hospitals, shelters, correctional facilities, and HIV/AIDS related community agencies;

Confers with staff members of the multi-disciplinary AIDS Management Team to ensure enrollment into the program or appropriate service linkages;

Maintains contact with referring agencies;

Recommends and implements code required policies and procedures necessary to carry out the HIV Counseling and Testing Program, updates as indicated;

Analyzes program effectiveness and prepares evaluation reports by monitoring the delivery of services, and recommends appropriate modifications as required;

Prepares and monitors related grant criteria funding;

Gathers, compiles and analyzes statistical data as required;

Prepares and complies with regulatory reporting as required for County and grant agency;

Ensures compliance with PCAP HIV counseling and testing requirements;

Researches and compiles materials to keep abreast of public issues and developments in the field of services and new resources available or related to HIV/AIDS.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of HIV/AIDS; good knowledge of techniques and methods used in HIV counseling; good knowledge of the psycho-social issues related to HIV/AIDS; familiarity with available HIV related community resources; ability to conduct education to obtain special HIV testing consent necessary to perform HIV testing; ability to analyze and summarize psycho-social information; ability to supervise the work of others; ability to write and speak effectively; ability to work and relate to a wide variety of people, both professional and lay; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Teaching, Counseling, Psychology, Social Work, or a related clinical or health care field, and three years of professional experience in counseling, teaching or therapy work in a health care facility or human services agency providing treatment for HIV/AIDS patients.

SUBSTITUTION: A Master's Degree* in Public or Health Care Administration may be substituted for one year of the above-required experience.

SPECIAL REQUIREMENT: Possession of HIV Test Counselor Training Program Certificate by the New York State Department of Health, AIDS Institute, at time of appointment, and possession of a valid license to operate a motor vehicle in the State of New York.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.