POSITION DESCRIPTION
“Total Health Partners” Community Health Worker/
HIV/AIDS Peer Navigator

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IPHI Background: With a focus on the District of Columbia, Maryland, and Virginia, the Institute for Public Health Innovation (IPHI) builds partnerships across sectors and cultivates innovative solutions to improve health and well-being for all people and communities, particularly those most affected by health inequities. Our work strengthens service systems and public policy; enhances the environments and conditions in which people live, age, work, learn, and play; and builds organizational and community capacity to sustain progress. IPHI has emerged as one of the region’s leading partners working on the integration of public health and primary care and on the development, coordination, and evaluation of community health worker (CHW) initiatives. IPHI currently operates various programs across the region that include over 30 CHWs who are directly supporting people living with serious health conditions to effectively utilize medical care and support services.

Position Title: Total Health Partners Community Health Worker – HIV/AIDS Peer Navigator.

Positions Available: Two full-time (30 hours) positions with benefits; part-time employment can be considered. Continued availability of positions is contingent upon funding. Continued employment past January 31, 2016 will be based on available funding.

Program Overview: Linkage and retention in HIV medical care in Prince George’s County, Maryland, has been hindered by a variety of factors. IPHI’s Total Health Partners program is an innovative retention-in-HIV-care system in Prince George’s County which uses a peer workforce to help clients navigate challenges that keep them from leading healthy lives. The centerpiece of this is the use of highly trained and supported Community Health Workers (CHWs) who provide personalized assistance to people living with HIV/AIDS (PLWHA) who have dropped out of care, or are sub-optimally engaged in care, to assist them in participating and remaining in medical care. In their unique role, they aim to address barriers to care that can present challenges for other medical professionals. CHWs engage in outreach, community education, informal counseling, social support, and advocacy.

Program Goals: Total Health Partners is a program in Prince George’s County that provides retention in HIV care and support services for low-income African Americans and other persons at risk for HIV in Prince George’s County, Maryland. Trained Community Health Workers work through community and medical organizations to support program participants to take full advantage of HIV medical care and essential supportive services to improve their health and quality of life.

Job Summary: Community Health Workers will use their unique position as trained community members to provide trust-based information, education and peer support; help clients cope with and overcome fear; walk clients through the often complex healthcare system; and help them strategize to manage the logistics of caring for oneself in the context of a complicated life.

Reports to: Community Health Workers will work with the support and supervision of the Program Manager and supervising staff at Heart to Hand, our primary community partner on this project.
Primary Responsibilities: The following are primary roles and responsibilities of the Community Health Workers:

- Identify individuals who know they are HIV-positive but are not sufficiently engaged in HIV medical care by receiving referrals, utilizing organizational information about missed appointments, and conducting outreach at various community organizations and venues;
- Work to build the trust and confidence of clients;
- Provide accurate information to clients about living with HIV, preventing further transmission, the benefits and challenges of HIV care and treatment, and available services and how to access them;
- Provide personalized assistance to clients to help them enroll or re-engage in medical care;
- Support clients in collaboration with case management staff, throughout the early part of their care so they participate fully, become educated, and can advocate for themselves;
- Help clients to develop confidence about their participation in HIV treatment;
- Work with case managers to assist clients in identifying services to address other aspects of their life that affect their health, such as mental health and substance abuse treatment, domestic violence services, housing programs, and education and employment services;
- Submit clear and accurate electronic data collection forms for all work performed;
- Comply with all program protocols, including those regarding confidentiality of client information;
- Complete employee orientation and all mandatory program trainings to guarantee appropriate competency in program requirements;
- Participate in all staff and program meetings, site visits with funders, required outreach and network events, conference calls, webinars and mandatory trainings;
- Keep supervisor informed of all problems, challenges and conflicts related to job; and
- Perform other duties as assigned.

Required Qualifications:

- Commitment: Passion for the mission of linkage and retention-in-care services, including a strong commitment to working to improve the health and quality of life of people living with HIV/AIDS.
- Knowledge: Must have demonstrated knowledge of HIV/AIDS services in Maryland, along with an interest and ability to expand knowledge through training. Ability to assess clients for needs related to treatment education, risk reduction and prevention.
- Experience: Must demonstrate experience with issues related to HIV care and treatment. Experience with issues that put people at risk for poorer health is also highly helpful, such as homelessness, incarceration, domestic violence, and/or substance abuse.
- Skills: Strong communication skills are essential. Demonstrated ability to conduct sensitive, empathetic interviews and conversations that highly respect the dignity and diversity of clients. Ability to engage staff and clients in a supportive and empowering way. Ability to help manage conflict. Ability to maintain client records and information in an accurate, timely and confidential manner. Basic computer skills required.
- Personal qualities: Personal qualities including energy, intelligence, diplomacy, sound practical judgment, the ability to work independently during periods of less supervision; the ability to work effectively in a busy environment; and the interpersonal skills to work effectively in partnership with other program staff and others in the agency. Resourcefulness will be required to assist clients, as well as good judgment and decision making.

Education Required: A high school diploma or GED is required for this position. Exceptions may be granted with otherwise qualified candidates when a commitment to complete a GED within a certain time period is made in conjunction with acceptance of employment.

Additional Requirements: Employment is expected to begin as soon as possible. More information about training requirements will be provided during the interview process. Employees may occasionally be required to conduct outreach and support outside of traditional work hours, such as weekends and evenings.

Salary and Benefits: Salary is contingent upon available funding, and is commensurate with experience and qualifications. The starting salary for this position is expected to fall in the range of $14.90 - $18.90/hr). IPHI offers a competitive benefit package with annual leave, health/dental/vision insurance and retirement contributions (403(b)) for full-time employees.
**Job Location:** Community health workers will be employed by the Institute for Public Health Innovation ([www.institutephi.org](http://www.institutephi.org)). The position requires the employee to work at Heart to Hand in Largo, MD.

**Travel:** Regular travel within Prince George’s County and the DC area is required for this position. The employee will need reliable transportation in order to travel throughout Prince George’s County in support of clients.

**How to Apply:** To apply for this position, submit a cover letter and resume via email to hr@institutephi.org. Please put “CHW Application – THP” in the subject line of the email. Applications may also be hand-delivered or mailed to: Total Health Partners CHW Position Announcement, c/o Institute for Public Health Innovation, 1301 Connecticut Avenue NW, 2nd Floor, Washington DC 20036. Applications received by June 26, 2015 will receive priority. We have a target employment start date of July 27, 2015. **No phone calls, please.**

*The Institute for Public Health Innovation values a diverse, respectful, and collaborative work environment. We establish and maintain trustful relationships with all staff, contractors, funders, partners, and communities. We believe that hard work, a focus on quality, and a passion for the public’s health are required to improve the well-being of individuals, families, and communities. IPHI looks to all staff and contractors to contribute to the effective implementation of programmatic activities.*