



## HIV Early Intervention Specialist

### Job Description

Department:	Life Empowerment
Reports to:	Life Empowerment Director
Supervises:	
Grade:	
FLSA Status:	Exempt
Effective Date:	June 2025

### Job Summary

To provide Counseling, Testing, and Referrals on HIV as well as to educate the community on the dangers and prevention methods of sexually transmitted diseases. To maximize the impact of prevention efforts for individuals at risk for HIV infection for adults at least 13 years of age, and with an emphasis on Latinxs, gay and bisexual men, injection drug users, transgender women, men, and youth.

### Essential Functions

#### Testing & Counseling

- Provide HIV counseling and testing following Delaware's Division of Public Health Counseling, Testing, and Referral (CTR) Training Protocol.
- Provide access and linkage to primary medical care, medical case management, entry into substance abuse treatment, treatment adherence, and a system for monitoring and tracking referrals.
- Provide health education and health literacy counseling that enables clients to navigate the HIV system, how to work with clinicians, how to handle problems and issues, and disease progression and managing life with HIV disease.
- Maintain accurate and updated records of the testing services rendered.
- Maintain accurate and updated records of lab quality control and quality assurance.
- Prepare and submit reports as required by Delaware's Division of Public Health and the Center for Disease Control and Prevention's EvaluationWeb.

#### Information Dissemination & Media Campaign

- Facilitate condom distribution and other outreach initiatives in targeted zip codes.
- Conduct selective outreach activities and/or events with significant attendance (i.e., street outreach, health fairs, ethnic and community festivals, etc.)



### **Essential Functions**

- Introduce the program by telephone and in-person to businesses, churches, service agencies, civic groups, community leaders and community coalitions.
- Publicize prevention news and information in different media venues (social media, radio, public service announcements, television interviews, press releases including print media, etc.)
- Review of current HIV/AIDS prevention literature and research, program planning, literature selection and curriculum planning.

### **Prevention Education and Events**

- Provide educational sessions to targeted populations, (i.e., domestic violence support groups, youth groups, LGBTQ+ groups, etc.)
- Review and research current HIV Awareness Days.
- Organize activities around HIV Awareness Days (National HIV Testing Day, National Latino AIDS Day, World AIDS Day, etc.).

### **Partnerships & Administration**

- Collaborate with other community organizations to strengthen partnerships.
- Collaborate with other agency programs in the efforts for outreach and education.
- Maintain accurate and updated records of outreach rendered and activities implemented.
- Attend trainings as required by the Delaware Division of Public Health.
- Attend and become a voting member of the Delaware HIV Planning Council.
- Attend department meetings with the Life Empowerment team.
- Work on special projects as assigned by the Director of Life Empowerment.
- All other related duties as required.

### **Qualifications**

Education: Bachelor's degree in Human Service or related field and minimum of one-year experience in related field, or an Associate's Degree in Human Services, plus two years' experience in human services or related field.

Computer literate with emphasis on database management, excel, publisher, etc.



### Knowledge, Skills and Abilities

- Bilingual/Bicultural (Spanish/English)
- Knowledge of HIV/AIDS
- Skills and abilities in program planning and development
- Good oral and communication skills
- Assertiveness
- Organizational skills
- Knowledge of state and community resources
- Willingness to work flexible hours when necessary
- Driver's License and own transportation

Physical and Environmental Job Requirements	Amount of time			
	Rarely	Occasionally	Frequently	Constantly
<b>Physical Requirements</b>				
<b>Sitting</b> - required to sit for extended periods of time without being able to leave the work area			X	
<b>Standing</b> – required to remain on feet in an upright position for continuous periods of time without being able to leave the work area.	X			
<b>Walking</b> – required to walk considerable distances in the facility during the course of work.			X	
<b>Lifting</b> – required to raise or lower objects from one level to another regularly.				
Up to 10 pounds			X	
11 to 20 pounds		X		
21 to 30 pounds		X		
31 to 50 pounds		X		
51 to 75 pounds (team lifting as appropriate)	X			
76 to 100 pounds (team lifting required)	X			
<b>Carrying</b> – required to carry objects in arms or on the shoulder.		x		
<b>Pushing</b> – required to exert force up to ___ lbs so that an object can be moved away.		X		
<b>Pulling</b> – required to exert force up to ___ lbs so that an object can be moved towards employee.		X		
<b>Climbing</b> – required to climb and work in overhead areas.	X			
<b>Balancing</b> – required to move between objects or work in overhead areas.	X			
<b>Stooping</b> – required to bend forward by bending at the waist.	X			
<b>Kneeling</b> – required to move or support self on knees.	X			
<b>Crouching</b> – required to bend the legs or spine.				
<b>Crawling</b> – required to work in confined space and move about on hands and knees.	X			
<b>Reaching</b> – required to use hands and arms to reach for or place objects.		X		
<b>Feeling</b> – required to discriminate between varying textures.	X			



Physical and Environmental Job Requirements	Amount of time			
	Rarely	Occasionally	Frequently	Constantly
<b>Grasping</b> – required to pick up objects with fingers.	X			
<b>Substantial Movements</b> – required to perform substantial movement (motions) of the wrists, hands, and/or fingers.	X			
<b>Eye, Hand, Foot Coordination</b> – required to coordinate the eyes, hands, feet with each other in response to visual stimuli.	X			
<b>Motor Coordination Skills</b> – required to coordinate eyes, hands and fingers rapidly and accurately and handle precise movements.	X			
<b>Color Determination</b> – required to identify colors through vision.	X			
<b>Near Acuity</b> – required close, clear vision with or without correction.			X	
<b>Depth Perception</b> – required to distinguish depth.			X	
<b>Tasting</b> – required to distinguish differences in quality of flavors using the tongue.	X			
<b>Smelling</b> – required to distinguish differences in quality or type of odors using the nose.	X			
<b>Workplace Environmental Conditions</b>				
<b>Noise Conditions</b> – exposed to sound levels sufficient enough to cause hearing loss or fatigue.	X			
<b>Extreme Heat</b> – exposed to high temperatures that result in significant body discomfort.		X		
<b>Extreme Cold</b> – exposed to low temperatures that result in significant body discomfort.		X		
<b>Vibration</b> – exposed to repetitive vibrations.	X			
<b>Atmospheric Exposures</b> – exposed to dusts, fumes, vapors or mists that could affect health.	X			
<b>Other</b>				
<b>Health Conditions:</b> Exposed to diseases and infections associated with children.			X	
<b>Hearing:</b> requires ability to hear well enough to converse with staff and vendors.				X
<b>Speaking:</b> requires the ability to converse with staff and vendors.				X

### Other Requirements

**Supervisor's Approval:**

**President/CEO's Approval:**

Signature

Date

Signature

Date



**Employee's Acknowledgement:**

I have received, reviewed and fully understand the job description for the HIV Early Intervention Specialist. I further understand that I am responsible for the satisfactory execution of all duties identified therein, under all conditions as described. I acknowledge LACC's right to amend, change, and alter my actual job duties as well as update this job description as needed.

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Signature

Date

*The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of LACC.*