

HIV PROGRAM REPRESENTATIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for pre and post-test HIV confidential and/or anonymous counseling. The incumbent needs to be willing and able to work with various types of individuals displaying high-risk activities such as IV drug users, alcoholics and sex workers as well as with individuals of varying race, religion and sexual orientation. The incumbent in this position is expected to work both independently and with other staff, as well as relate well with other agencies. The work is performed under the direct supervision of a higher staff member. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides pre-test and post-test HIV confidential and/or anonymous counseling;
Schedules clients for testing, provides testing by drawing blood of clients and provide test results in a variety of settings such as clinics, shelters and community meeting places;
Screens clients for HIV, STD and TB;
Interviews and counsels persons regarding HIV and high risk behaviors in a variety of settings;
Refers clients for appropriate health or counseling services and cooperates with referral agencies;
Provides education to individuals and groups regarding AIDS, HIV infection, STDs and TB;
Performs a variety of record keeping activities such as writing reports, tracking statistics and entering information into the computer system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of high risk behaviors, HIV/AIDS infection, STDs and TB;
Good knowledge of interviewing and counseling techniques;
Ability to establish and maintain successful relationships with clients;
Ability to communicate effectively both orally and in writing, which includes sexual, IV drug use and other HIV subject matter;
Ability to draw blood;
Good interpersonal skills and ability to maintain external agency contacts;
Non-judgmental;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two years experience in a human or medical services agency; OR
- C) An equivalent combination of training and experience as defined in A) and B) above.

SPECIAL REQUIREMENT: Certain assignments made to employees in this position will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

R584 7/23/09

COMPETITIVE