



Posting Date: January 31, 2019

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**RN/LPN SEXUAL HEALTH NURSE NAVIGATOR**

**PART-TIME**

**ALL SITES**

### **Summary/Objective**

At Outer Cape Health Services, it is our very basic belief that it is people who have made Outer Cape Health Services' growth and success possible and that we have been fortunate in employing people who take pride in the services we provide. Our goal at OCHS is to employ those who (1) always meet or exceed OCHS' standards; and (2) care enough to ensure that whatever they do, they do well.

Under the direction of the Outer Cape Health Services (OCHS), Sexual Health Program Manager, the RN/LPN Sexual Health Navigator is responsible for supporting the Sexual Health Programs by empowering, educating, and supporting individuals receiving prevention and education services.

### **Essential Functions**

- Provides guidance, counseling and advocacy to clients in need of assistance accessing Pre-Exposure Prophylaxis (PrEP), Non-Occupation Post Exposure Protocol (nPEP), Sexually Transmitted Infections (STI) and comprehensive medical care. Collect information and refer to clients to appropriate services.
- Coordinate client participation in benefits programs such as Patient Assistance Programs, Mass Health, Medicare, Drug Assistance Programs, Copay Cards, and other programs.
- Maintains concise and accurate documentation according to departmental standards including but not limited to chart notes, access timelines, refill timelines, and Case Management forms from MDPH.
- Facilitates timely scheduling to ensure proper treatment and follow-up. Collaborates, Program Manager and MDPH for proper reporting and tracking.
- Partner with other organizations, including AIDS Support Group of Cape Cod (ASGCC) to ensure proper treatment and follow-up for positive patients.
- Reviews and continuously monitors Continuous Quality Improvement (CQI) with Sexual Health Program Manager to evaluate programming ensuring achievement of contractual and regulatory requirements.
- HIV/STI Testing/Counseling: Ability to provide client-centered HIV/STI counseling services.
- Facilitates and renders treatment as ordered by providers and or STI protocol. Reviews treatment plan with patient while documenting patient education and patients understanding of treatment, and prevention of future infections.
- Tracks and documents patient follow-ups and barriers to follow up.

### **Additional Duties**

- Knowledge of HIV/AIDS/STI prevention, transmission, and epidemiology.

- Phlebotomy certification/experience or a willingness to be trained in phlebotomy.
- Experience working with diverse groups regardless of race/ethnicity, sexual orientation, gender identity, sex and drug cultures, age groups, religion, country of origin, disability, and economic status.
- Registered Nurse or Licensed Practical Nurse, Licensed in the Commonwealth of Massachusetts.
- Ability to multi-task on a daily basis.
- Proficiency with use of PC hardware and basic software, email, and office equipment.
- Ability to be work weekends as needed

### **Core Competencies**

- **Ability to work in multi-disciplinary collaborative environment.**
- Excellent verbal and written communication skills including ability to talk openly about sex, sexual risk-taking behaviors, and harm reduction strategies.
- Sensitivity, patience and kindness is a must.
- **Strong attention to detail and data collection**
- Must be proficient with the use of computers and software including but not limited to Microsoft Excel, Word, Power Point, and Electronic Medical Record (EMR)
- Additional responsibilities may be assigned by the Program Manager as needed.

### **Required Qualifications, Education, and Experience**

- Registered Nurse (RN), and or LPN (Licensed Practical Nurse) current licensure in the Commonwealth of Massachusetts
- Nursing Education Programs must be accredited by American Association Colleges of Nursing (AACN)
- Experience, knowledge and education related to the challenges, barriers and needs of the diverse HIV+ population, particularly the LGBTQ community, and existing HIV/AIDS resources
- Working knowledge of current sexual health initiatives

### **Work Environment**

- The functions of this role are conducted in an office environment/clinical environment.

### **Hours of Work**

- This role is paid on an hourly basis, 24 hours per week.
- This is a **100% grant funded** position

### **AAP/EEO Statement**

Outer Cape Health Services is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities and conflict resolution.

It is also the policy of OCHS to take affirmative action to employ and to advance in employment, all persons regardless of their status as woman, minority or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.