

**Clark Co. Health Department
1301 Akers Avenue
Jeffersonville, IN 47130
812-288-2706
1-800-828-5624**

JOB POSTING

HIV/STD PROGRAM

- **SUPPORT SPECIALIST/ AIDS SPECIALIST**
- ***SUMMARY OF RESPONSIBILITIES:* SEE ATTACHED**
- ***MINIMUM REQUIREMENTS:*
BS/BA IN SOCIAL SCIENCES (PSYCHOLOGY, SOCIAL WORK, SOCIOLOGY), NURSING (BSN/RN) OR BACHELORS DEGREE IN ANOTHER FIELD WITH A MINIMUM OF 12 HOURS COURSE WORK IN HUMAN BEHAVIOR, SOCIAL POLICY, SOCIAL WELFARE, COUNSELING, INTERVIEWING, AND/OR DEALING WITH INDIVIDUALS, FAMILIES OR GROUPS**

MUST HAVE VALID DRIVERS LICENSE AND PROOF OF INSURANCE
- ***HOURS:* FULL – TIME 37.5 HOURS PER WEEK**
- ***APPLICIATION:*
INTERESTED PERSONS SHOULD GO TO WWW.CLARKHEALTH.NET AND PULL AN EMPLOYMENT APPLICATION AND SUBMIT A RESUME TO THE HIV/STD PROGRAM AT THE ABOVE ADDRESS, ATTN: DOROTHY WATERHOUSE.**

Clark County Health Dept. Job Description: Supportive Care Specialist/Counselor

Title:

Supportive Care Specialist

Reports to:

HIV/STD Program Director

Classification:

Full-time, salary

Qualifications:

Bachelor's degree in human service field required. Experience in substance abuse field preferred. Knowledge of area resources and substance abuse treatment facilities and methods strongly encouraged. Knowledge of HIV disease preferred. Candidate must have experience working with clients in a solution-focused manner and be comfortable with harm-reduction techniques. Candidate must have valid driver's license.

Duties:*Counseling*

- Schedule appointments with potential clients referred by Care Coordination Program, HIV Testing Counselor and/or other referral sources.
- Develop an individualized, flexible care plan which focuses on harm-reduction techniques and HIV risk-reduction with each enrollee
- Perform quarterly assessments to monitor substance abuse and mental health concerns in relation to client's care plan and established goals; modify and update plan accordingly
- Maintain regular contact with clients and complete required quarterly reviews
- Maintain an active role in recruitment and retention of clients
- Provide quality, non-judgmental harm-reduction counseling and techniques to program participants utilizing current best practices in the field of substance abuse education and treatment
- Educate clients about community resources and provide referrals as needed
- Serve as client advocate in obtaining community services, providing transportation, and accompanying the client as appropriate and as the schedule allows
- Facilitate transportation to and from medical, legal and related service providers as appropriate and as the schedule allows
- Maintain confidentiality at all times.

Community Outreach

- Program promotion via presentations to Department of Mental Health (DMH) and community-service agencies per program guidelines (at least three (3) per quarter)
- Maintain active role in Substance Abuse Council Treatment Committee (CenterStone)
- Attend community meetings relevant to substance abuse treatment and substance issues as directed by Program Manager and/or the Program Director
- Attend CCHD/HHAC sponsored community events

Education

- Strive to increase knowledge of HIV-related issues
- Strive to increase knowledge of substance abuse related issues
- Attend relevant and mandatory trainings, workshops or meetings as directed by the Indiana State Department of Health (ISDH) and Program Manager and/or the Program Director

Reporting

- Document all client contacts and program-related activities within the 24 hour required period and as directed by Program Manager and/or the Program Director
- Complete the report for the Indiana State Department of Health (ISDH) as required

Collaboration

- Attend monthly meetings with SPSP staff
- Collaborate with Care Coordinators to provide quality continuum of care
- Attend weekly staff meetings with Care Coordinators to discuss client issues
- Make referrals to regional substance abuse treatment facilities in accordance with Special Population Support Program goals and objectives

*Employees will **all** be expected to perform other duties as assigned by the Program Manager and/or Program Director to ensure a safe and positive workplace for all employees and efficient office operations.*

Supportive Care Specialist/Counselor

Date

Program Manager

Date

HIV/STD Program Director

Date