



Job Description ~ Position Available *Linkage Specialist*



Reports to	CALA Executive Director
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Section 125 Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$37,008 - \$40,128, annually.
Minimum Requirements	High school diploma (or equivalent), National Board of Certification for Medical Interpreters (NBCMI), One or more years working in medical interpretation and working with a) people living with HIV, b) LGBTQ+, c) immigrants, d) persons experiencing homelessness, e) substance abuse. Reliable transportation, current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Bachelor's degree, Bilingual, Certified Medical Interpreter (CMI) for Spanish-to-English, Commission for Healthcare Interpreter Certification (CCHI).
Overall Mission	Responsible for providing medical interpretation available for clients living with HIV, identifying eligible consumers and link them to care, assist in community outreach efforts, provide HIV and STI testing, participate in meetings and CALA events, assist in psychosocial activities and education for people living with HIV.

Areas of Responsibility

1. Ensure documentation of a client's eligibility before providing any services and maintain required documentation for continued eligibility for Ryan White (RW) services and CALA services.
2. Provide linguistic services for medical providers and clients through all the EIS services, linkage to HIV care, peer services and support delivery of HRSA RWHAP eligible services.
3. Assist newly diagnosed clients to coordinate early intervention services, link to HIV care in coordination with peer mentors.
4. Conduct follow-ups two times a year to monitor viral load and CD4 count for treatment adherence.
5. Build working relationships with clients to assist them maintaining the link to care and successfully undetectable, as outlined in the case plan.
6. Establish strong collaborations with other organizations to coordinate referrals for supportive services and partnerships.
7. Participate in meetings with ADPH, CDC, HRSA, RWHAP, and JCHD, to aid potential HIV outbreaks.
8. Provide HIV and STI testing within the Latine community and follow-up services for testing (post-counseling, disclosure of test results, and appropriate referrals).
9. Assist in outreach efforts and psychosocial activities to promote access to HIV prevention.
10. Assist in psychosocial activities and education for people living with HIV.
11. Provide referrals for supportive services, and community resources available to clients and community.
12. Complete and submit billing and/or other reports on time, including documentation of services provided.
13. Adhere to good data quality practices and assist in recording and reporting of any outcome measurements for related grant and agency reports.
14. Other duties as assigned.

Work Environment

1. Schedule: Work hours are full time, and occasionally include nights, weekends, and travel.
2. Physical: May lift up to 50lb occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, read documents and respond to written communication, hear and understand English and Spanish languages.

3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ+ individuals, and members of various racial/ethnic communities.

Overall Expectations

Represent the agency through all methods of communication in a way that reflects the agency's mission. Adhere to all AIDS Alabama, Inc. Policies, Procedures, and Guidelines (including, but not limited to, Personnel/Human Resources, Finance, Operational, and Housing) as presented and as adapted. Establish a strong, solid line of communication with all levels of employees and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, and external business partners. Must be willing and able to complete all trainings in obligatory timeframes. All employees are expected to perform in a mature, professional, business-like manner. Participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space in which all people are valued, respected, and treated with dignity. Sexuality is accepted as a healthy part of being human. In such a space all people are celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer

Employee's Signature

Date

Human Resources Signature

Date