



## **HIV/HCV/PrEP Patient Navigator for 340B Program**

ALFA is hiring a results oriented HIV/HCV/PrEP Patient Navigator for 340B Program with the Pharmacy Services/340B Department of the Operations Division to promote agency programs, related services and work towards our vision of “eliminating stigma and barriers to care for a future free of HIV”. The candidate will join a family-like work team that is passionate about advocating for our clients and reducing health inequities. ALFA offers a fast paced, family-friendly work environment, generous health and dental benefits, PTO, as well as training opportunities. Website: [www.alfainfo.org](http://www.alfainfo.org)

### **Job Summary:**

With assistance from ALFA staff, the candidate will continue the development of our programs for STI prevention and care services under 340B guidelines. The Patient Navigator will support the program by increasing enrollment, engagement, and retention in care for clients accessing HepC or other STI treatment, and PrEP.

PN will assess whether ALFA’s clients qualify for its 340B program by interviewing clients and obtaining all necessary facts, data, supporting information, and documentation pertaining to the program application. Ensures case information is gathered and processed in a complete, accurate, and timely manner and in accordance with the 340B guidelines and the organization’s policy.

PN will assess and assist patients in accessing medical care, financial assistance, and support services. PN will provide public health programming to the community and targeted populations, and perform rapid HIV/HCV/syphilis testing.

A large part of PN’s responsibilities include, but are not limited to; documentation and paperwork, manual and computerized record-keeping, preparing and maintaining client files, requesting medical records from third-party agencies. PN must keep track of client’s appointments, medication adherence as well as eligibility for services at ALFA.

Due to Covid-19 precautions, employees will be expected to follow safety protocols regarding cleaning, social distancing and wearing a face covering. Currently, most services are provided via “no contact” methods and can be performed remotely.

### **Responsibilities:**

- Coordinate communication between clients and medical providers.
- Interview clients or their representatives to identify problems relating to care.
- Refer clients to appropriate health care providers and/or resources.
- Maintain knowledge of community services and resources available to clients.

- Maintain an open line of communication with healthcare providers at all times.
- Maintain patient files and timely documentation utilizing electronic health records.
- Ensure the confidentiality of all client information.
- Must be willing to travel as necessary for marketing events, training, and other assignments.

**Education and Experience:**

- Bachelor’s degree in a human services or public health field, or equivalent combination of education and experience.
- Experience with providing case management services to patients from underserved populations with barriers to accessing and maintaining medical care.
- Experience in conducting public health/disease-related educational programs.

**Specific Skills & Qualifications:**

- Prior experience with 340B program.
- Prior experience in a medical office, pharmacy, and/or nursing.
- Prior experience with Ryan White program.
- Prior experience assisting clients with pharmaceutical assistance program applications.
- Prior experience working with government and private health insurance plans.
- Valid driver’s license and vehicle liability coverage.
- Acceptable driving record and criminal background check.
- Proficient in Word, Excel and database entry.
- Ability to maneuver physically, sit and stand, receive & provide verbal communication.

**Compensation:**

- Generous Health & Dental Insurance
- Paid Holidays
- PTO/Vacation
- 403B Retirement Savings Plan
- Salary Range: \$18.64 to \$29.71 USD/Hour

**Instructions to Apply:**

Please include a Cover Letter and Resume in an email titled “HIV/HCV/PrEP Patient Navigator Application” in the subject heading to: [employment@alfainfo.org](mailto:employment@alfainfo.org)

**This position is non-exempt from overtime compensation.**

**Non-Discrimination Statement:**

ALFA prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law.

ALFA is committed in policy, principle, and practice to maintaining an environment which prohibits discriminatory behavior, and provides equal employment opportunity for all person.

