

**Positive Impact Health Centers**  
**JOB DESCRIPTION**  
Counseling, Testing & Linkage Counselor

**Position Title:** Counseling, Testing & Linkage Counselor  
**Employee Classification:** Prevention Services – Part-time, Exempt  
**Department:** Duluth Prevention Services  
**Supervisor:** HIV Program Manager  
**Date Written:** 01-23-17

Positive Impact Health Centers is a non-profit agency founded in 1990 that provides HIV Prevention Education, Support Services, Ric Crawford Clinic, Housing, Volunteer Programs and Advocacy to the Atlanta Metro Area.

**General Narrative Description of Position:** The CTL counselor is responsible for implementing Counseling, Testing and Linkage public health strategy for identified high-risk. Populations in the Duluth Center service area. This position is supervised by the HIV Program Manager.

**Essential Job Functions:**

1. Conducts HIV Counseling (CTL) sessions in a non-judgmental manner and with fidelity to the core elements and core components of the HIV Prevention Counseling standards.
2. Documents testing session accurately on the HIV Test Report forms, Consent Form, HIV Adult Case Reports and other assigned forms and then compiles data into a monthly report, the numbers tested, successes and challenges and submits report to supervisor by the 10<sup>th</sup> business day of the following month.
3. Works in an independent and interdependent relationship with members of the prevention services staff, which allows for consultation, collaboration, and/or referral.
4. Implements the Counseling, Testing and Linkage services related to HIV testing as outlined in the grant contract and adheres to the standard operating procedures and quality assurance standards.
5. Recruits targeted high risk persons for testing services, including participating in outreach events.
6. Helps CTL services meet or exceed the yearly objectives or documents the extenuating factors that interfered with obtaining the objectives.
7. Takes the lead in providing rapid testing, counseling and linkage to care during peak CTL hours and at regular offsite events.
8. Responsible to collect demographic information and the information needed to accurately complete the CDC HIV Report forms.
9. Provides CTL Counseling adhering to the counseling concepts and guidelines learned in the Fundamentals of HIV Prevention Counseling course.

10. Assist in the maintenance of an accurate inventory for the HIV rapid test kits used for testing services.
11. Assist in the documentation of CTL services provided is accurately completed, including all forms, logs and data base entries.
12. Assist in re-ordering kits for the testing program in a timely manner to ensure they are always available.
13. Ensures that agency condom and lubricant distribution receptacles are always at least half full.
14. Abide by all state and district policies regarding confidentiality of client information.
15. Assists in the scanning of documents to the appropriate network folders.
16. Must perform job duties in a professional manner, including arriving at program sites early so that set-up occurs and sessions are started on-time.
17. Remain current on HIV/AIDS issues.

**Additional Duties:**

1. Network with other agencies, funders, and others to promote Positive Impact Health Centers' HIV Prevention services.
2. Participate in monthly agency staff meetings, monthly departmental meetings and health education trainings as directed.
3. Assist in the provision of HIV testing to other targeted groups in the agency as well as in the community setting.
4. Leads and/or supports the organization of special events as assigned.
5. Performs other duties as assigned

**Marginal Job Functions:**

1. General prevention supply room housekeeping.

**Required Knowledge, Skills and Personal Qualifications:**

1. Bachelor's Degree preferred, high school degree or GED required.
2. Possess excellent communication skills (writing, spelling, listening and speaking).
3. Completion of HIV Prevention Counseling training courses preferred.
4. Proficiency in word processing, spreadsheet database and presentation software.
5. Competent in data entry.
6. Bi-lingual Spanish/English preferred.
7. Able to be a self-starter with the ability to multi-task.
8. Cooperates as a team member.
9. Possesses problem solving and decision making abilities

10. Ability to work without close supervision
11. Follows through to completion of assigned tasks.
12. Abides by all policies and procedures concerning personnel including conflict of interest policy.
13. Due to the nature of work, the applicant is required to pass a police background check and pre-employment drug screening.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand for an hour or more, sit and talk and hear. The employee is occasionally required to walk, use hands to finger, handle, or operate computers, objects, tools, or controls and reach with hands and arms.

While performing the duties of this job, the employee is required to drive, using their own vehicle to program sites.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*To apply for this position submit cover letter and resume to [mail@PIHCGA.org](mailto:mail@PIHCGA.org), include Part Time CTL Position as the subject line.*

**Prepared by:**

Kyle Monroe-Spencer

Positive Impact Health Centers is an equal opportunity employer without regard to age, gender, national origin, race or sexual orientation. Ric Crawford Clinic is a drug free and tobacco free work place. Positions funded under state and federal grants may require a background check and/or drug screening.