PrEP Program Specialist Position

**Position:** PrEP Program Specialist Position  
**Reports to:** HIV/STD Program Manager  
**Status/Time:** Contract: 30 hours/week

**Position Summary**

The PrEP Program Specialist is responsible for initiating HIV Pre-Exposure Prophylaxis (PrEP) services for clients, monitoring clients on PrEP, and assisting to educate the general population throughout the Rappahannock Health District. The position requires strong interpersonal skills to make connections and build relationships with the target client base. The position requires excellent organizational skills to coordinate care and follow-up for individuals enrolled in the PrEP program. Experience with HIV and/or community outreach preferred.

**Duties and Responsibilities include but not limited to:**

- Case management and follow-up for individuals enrolled in RAHD’s PrEP program.
- Completing initial screening assessments and blood work with new clients. Providing regular screenings and follow-up for active clients. Working closely with the sexual health focus nurse and provider to maximize client’s health outcomes.
- Educating clients about PrEP and risk reduction methods.
- Participating in mandatory trainings and update meetings related to the program. Attending and participating in all appropriate RAHD staff meetings, work groups, etc. as identified by managers.
- Maintaining written and electronic documentation on clients and program activities.
- Upholding client confidentiality in accordance with HIPAA standards
- Attending outreach events to provide education and screening services to the community

**Qualifications**

- Excellent organizational skills
- Able to work effectively both independently and collaboratively; Self-starter
- Must be knowledgeable and sensitive to the needs of underserved populations at higher risk for HIV acquisition: men who have sex with men, sex workers, IV drug users, etc.
- Comfortable discussing a variety of high-risk behaviors and educating on risk reduction
- Able to effectively organize and present information
- Valid Virginia Driver’s license, insurance, and ability to travel frequently throughout the five counties, as required to perform duties
- Background check clearance
- Bachelor’s degree in relatable field of study

**Application Instructions:** Please submit resumes to Jennifer Shiflett at Jennifer.shiflett@vdh.virginia.gov
**Additional Information:** This is a contract position. Candidates will be interviewed by Rappahannock Area Health District, and the selected candidate will be connected with a contracting agency for hiring.