



## JOB DESCRIPTION

### HIV Testing Counselor

**Reporting to:** Manager, HIV Services  
**EEO Category:** Professionals

**FLSA Classification:** Non-Exempt  
**PRO:** Community Based - Clinical

#### **POSITION SUMMARY**

The HIV Testing Counselor will provide behavioral risk assessment, referrals, HIV prevention, education, and confidential HIV Testing to individuals participating in the Indiana State Department of Health HIV Programs.

#### **ESSENTIAL RESPONSIBILITIES**

##### **Clinical and Community Services (60%)**

- Conduct HIV, syphilis and Hepatitis C testing via blood draw or rapid test to participants eligible to receive services
- Conduct pre- and post-test counseling to eligible participants
- Prepare and handle oral and blood samples for shipment utilizing universal precaution
- Provide testing services in each of the fourteen (14) counties serviced by AIH, at least quarterly
- Follow universal precautions and biohazard regulations
- Present results to participants in a non-judgemental, empathetic manner
- Provide referrals to Care Coordination and SPSP, as appropriate
- Collaborate with regional health department staff and DIS to provide referrals when participants have a positive test result
- Link participants with community resources
- Obtain and maintain CTR certification, OraSure<sup>®</sup>/OraQuick<sup>®</sup> certification
- Document all activity according to the policies and procedures of the ISDH CTR program

##### **Coordination and Communication (20%)**

- Build and maintain caring and trusting relationships with clients
- Build and maintain a strong network of external relationships, which may include other mental health agencies, health providers, community agencies, etc.
- Identify agencies and organizations that focus their mission on treating individuals with substance use disorders or those who are at risk for abusing substances
- Strive to increase knowledge of HIV and other substance abuse and STI-related issues
- Attend community meetings relevant to substance abuse treatment and substance issues as directed by management

##### **Reporting and Documentation (10%)**

- Meet monthly productivity expectations as defined by ISDH
- Document all activity according to the policies and procedures of the ISDH CTR program
- Enter all data pertinent to program activity into appropriate databases
- Timely completion of all required unit and/or organizational reports and/or documentation according to policies and procedures (e.g. PTO requests, expense sheets, training requests, TB documentation, car insurance, etc.)

##### **Professional Development (10%)**

- Complete and maintain compliance with required trainings and education required for the position

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- Participate in appropriate team and/or administrative meetings, assigned committees, in services, and other continuing education/training
- Proactively create and execute a professional development plan to stay current within the field

## **COMPETENCIES**

### **Core Competencies**

- **People** – Passionately believes in people and embraces diversity
- **Integrity** – Does the right thing even when no one is looking
- **Laughter** – Believes that laughter is truly the best medicine
- **Learning** – Challenges old paradigms with critical thinking, curiosity and creativity
- **Accountability** – Sets an intentional culture of personal responsibility; believes everyone carries the load
- **Relationships** – Serves colleagues and consumers with love, empathy and compassion

### **Position-specific Competencies**

- **Flexible:** Ability to move between multiple locations as required for position, quickly adapt to the consumer and the location, and address emergent situations
- **Problem-solver** - Critical, creative thinker in solving problems and reaching goals with consumers
- **Collaborative** - Work cooperatively with consumer and family members (if applicable), as well as outside treatment or community agencies
- **Detail-oriented** - Exercise organizational discipline in maintenance of accurate documentation systems and case management practices

## **CRITICAL FUNCTIONAL SKILLS & KNOWLEDGE**

### **Education**

- Bachelor's degree in social work, psychology, counseling or a directly-related human service field from a college/university accredited by the US Department of Education strongly preferred
- High School Diploma or equivalent required

### **Experience**

- Previous clinical experience in a mental health facility or medical office setting highly preferred
- Must have knowledge of and ability to relate to community resources in order to best serve clients

### **Other**

- Strong ability to maintain strict confidentiality and handle highly confidential information with professionalism
- Must be able to work independently as well as collaboratively within a team setting
- Must possess the ability to learn and/or operate relevant computer operating system environments, and the ability to operate a variety of office equipment (fax machine, copier, scanner, computer, telephone system, postage meter, etc.)
- Must be detail oriented, have excellent organizational skills and be flexible
- Ability to work well under pressure in a fast-paced, time sensitive environment with shifting priorities and multiple deadlines
- Show appreciation for and ability to respond to cultural differences, and adjust communication practices accordingly in order to minimize cross-cultural misunderstandings
- Consistent work attendance and compliance with scheduled work hours (excludes approved FMLA absences)
- Responsible for complying with Aspire Indiana's Corporate Compliance Program as it applies to individual job duties, the department, and the company
- Must comply with all Aspire policies and procedures
- Exercise due diligence to prevent, detect, and report unlawful and/or unethical conduct by fellow co-workers, professional affiliates and/or agents
- Must possess/maintain a valid driver's license, current automobile insurance and a driving record that meets the guidelines and requirements of the organization
- Must have the ability to use private car to transport self and others

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- Display a positive work ethic

### **PHYSICAL DEMANDS & WORKING CONDITIONS**

The nature of work may generate considerable physical (transporting, moving, assisting clients, etc), mental and visual demands. The physical and working demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Mobile office environment with heavy travel within the community
- Heavy exposure/use of computers, cell phones, office phones, etc.
- Daily, weekly, monthly and annual deadlines
- On-call responsibilities after working hours and on holidays to manage emergencies that may arise
- Specific vision abilities require close vision, distance vision, peripheral vision, depth perception and ability to adjust focus; must also have adequate vision to read correspondence(s), computer screen(s), form(s), etc.
- Manual dexterity sufficient to operate keyboard, copier, telephone, calculator, and the ability to write and/or type
- Ability to be physically mobile (stand, walk, sit, climb, bend) throughout work hours
- Must be able to occasionally lift and/or move 50 or more pounds
- Must be able to respond appropriately in crisis situations by following Aspire protocols

### **Background Checks**

Employment is contingent on background checks as required by Aspire's policies which may include: Drug Test, Criminal History, Driving History Record, Sex Offender Registry Search, State Central Registry Check, Employment Verification, Education Verification, and Professional References

### **Vaccinations**

For those employees who have direct patient contact, it is recommended by the CDC that a record of immunizations be documented and retained in a health personnel file. Written documentation (vaccine record) or titres (blood testing) may be needed to determine immunization status.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities

### **Work Hazard Category**

Category II - Tasks that may involve exposure or potential exposure to blood, body fluids or tissues. Appropriate protective equipment will be readily available to every employee engaged in Category II tasks.

### **Employee Statement of Understanding**

I have read and understand the job description for my position. I am able to perform all of the essential functions of this position. I agree to comply with the corporate compliance policy and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor.

As an employee, I will strive to uphold the mission and vision of the organization. All employees are required to adhere to the values in all their interactions with customers and fellow employees.

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Employee Signature

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Date

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Printed Name