

Project ARK Treatment Adherence Counselor Job Description

Background: The Treatment Adherence Counselor position is an extension of the existing Family Advisor Program (FAP) designed to respond both to needs identified by clients within the Part D Network and to HRSA mandates for support of peer involvement in HIV/AIDS service delivery to Part D populations (children, youth, women and families). The Treatment Adherence Counselor position, under the guidelines of the Missouri Department of Health, will expand services to Part C populations to enhance treatment adherence support programming amongst consumers.

Scope: FAP activities are focused on providing assistance to front-line care and retention staff in service delivery to clients. Treatment Adherence Counselors will assist clients in achieving optimum health outcomes through the identification and removal of barriers to medication adherence by: improving availability, accessibility and quality of core medical services; reducing unmet needs and barriers for people needed HIV/AIDS services in the TGA; & maximizing access and linkage to existing community resources for essential support services.

Supervision: FAP are conducted under the supervision of the Family Life Specialist, Stacey Slovacek, CCLS.

Activities:

1. Act as a member of the multidisciplinary team to address adherence needs of clients.
2. Provide support to referred clients by assisting with clinic orientation, peer support and collaborating on addressing the needs identified in the patient care plan.
3. Will work as part of the HATAP team, or other such existing programs, to assist clients in a comprehensive approach to adherence.
4. Will provide emotional (peer) support and assist with linkage needed to mental health services.
5. Complete initial client intake (completing goal planning) and maintain enrollment of 20-25 clients per year.
6. Complete 20 treatment adherence sessions with enrolled clients each month to improve client understanding of medication and lab values.
7. Participate as a member of the multidisciplinary team weekly staffing to represent 100% of your client enrollment.
8. Monitor kept medical appointments & CD4 counts quarterly to review each clients adherence.
9. Help remove barriers to attending medical appointments by referring to appropriate professionals as needed such as mental health services, case management, substance abuse treatment, coordination of transportation, & delivery of on-site child care.
10. Participate in home visits as appropriate to execute plan of care for clients.
11. Maintain and complete required documentation for the medical chart for each care plan & intervention completed.
12. Complete at least 8 continuing education hours per year.
13. Attend monthly Family Advisor staffing.
14. Participate in appropriate Consumer Advisory Board (CAB).

Minimum Qualifications:

1. 18 years of age or older
2. Patient of a Project ARK collaborative site - clinical program
3. High School diploma or GED recommended
4. HIV-related education peer counseling training course from a grantee approved site
5. Basic computer skills (familiarity with Microsoft Word and Excel, preferable)
6. Assess to reliable transportation (automobile preferred, but not required)
7. Have appropriate skills, relevant experience, cultural and linguistic competency, knowledge about HIV/AIDS & client confidentiality and knowledge of available health and social services related resources.

Peer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Project ARK Network Family Advisor Job Description

Background: The Family Advisor Program (FAP) is a Project ARK program designed to respond both to needs identified by clients within the Title IV Network and to HRSA mandates for support of peer involvement in HIV/AIDS service delivery to Title IV populations (children, youth, women and families).

Scope: FAP activities are focused on providing assistance to front-line care and retention staff in service delivery to clients. Tasks are primarily time-limited projects and are related to ancillary services which are designed to improve patient retention in care, encourage client connectedness to ARK Network programming, and address identified client/family needs (ie, special events coordination, donation organization and distribution, Community Advisory Board recruitment, appointment reminder calls).

Supervision: FAP are conducted under the supervision of the Family Life Specialist, Stacey Slovacek, CCLS.

Activities:

1. Assist with the collection, organization, and distribution of donations received for the Title IV populations, to include annual school supply and toy drives for HIV-infected/affected children..
2. Assist with planning, coordination, and implementation of ARK Network special events such as Families Night Out, psychoeducational meetings (“Eat & Learn”), retreats, and holiday events.
3. Compile and publish quarterly newsletter and other informational materials targeted to Title IV populations served throughout the ARK Network. Advisors may also develop other mechanisms to educate Title IV populations about services available both within Network and in the larger community (ie Passport to Care, etc). Supervisor and/or other Project ARK management team members must approve all materials prior to dissemination to clients/families.
4. Recruit at least two clients per 12-month period representing Title IV populations (youth, women, and caregivers or pediatric clients) for participation in the Project ARK Community Advisory Board (CAB).
5. Attend a minimum of 75% of scheduled CAB meetings per 12-month period.
6. Participate in monthly group supervision meetings, and in individual supervision meetings with supervisor as appropriate. Additional meetings and/or training sessions may also be required within Project ARK, Washington University School of Medicine, or in the larger community.
7. Assist with Family/Childcare for Title IV women’s clinic when childcare solutions is not available.
8. Perform other duties as deemed necessary and/or assigned.

Minimum Qualifications:

8. 18 years of age or older
9. Patient or affected family member of a Project ARK Network clinical program
10. High School diploma or GED
11. HIV-related education/training, or other HIV-related experience with clients/families
12. Basic computer skills (familiarity with Microsoft Word and Excel, preferable)
13. Access to reliable transportation (automobile preferred, but not required)
14. Familiarity with issues related to individuals/families affected by HIV/AIDS and ability to maintain confidentiality regarding client/family medical history and other sensitive information.