**Hepatitis C Navigator Job Description**

**Adapted from SSTAR, Fall River**

**Job Description**

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| Position | **Hepatitis C Navigator** |
| Salary Range |  |
| **General Description of Duties** | The Hepatitis C Navigator provides intensive care coordination, support and linkage services to HCV positive individuals who require assistance in accessing and completing HCV treatment. |
| **Reports To** |  |
| General Duties Knowledge of the principles of public health practice including prevention and transmission of HIV, Hepatitis C (HCV), other Sexually Transmitted Infections (STIs), latent TB, and harm reduction for People Who Inject Drugs (PWID). Capacity to analyze and data, draw conclusions, and make appropriate recommendations. Ability to communicate effectively, maintain accurate records, assemble information in accordance with established protocols, deal effectively with others, and establish and maintain harmonious working relationships. Ability to establish rapport and deal effectively with persons from different race/ethnic, cultural, and/or socio-economic backgrounds and lifestyles (including different sexual practices, competence working with persons of color, persons who inject drugs, and the LGBTQ community).  Specific Responsibilities  Identify patients who test positive for Hepatitis C in collaboration with Health Center staff.  Provide support to HCV positive persons who are interested in starting treatment and those already in treatment  Assess patient insurance and link patients to Health Access  Work to assist the HCV Nurse in patient care coordination, patient phone calls, scheduling, and follow-up.  Effectively collaborate with all individuals involved in HCV care and program delivery, including front desk staff, referrals department, ID providers, primary care providers, nursing and medical assistants.  Make referrals to external HCV providers as needed, and follow up to ensure service delivery.  Track active patients in collaboration with the HCV nurse and provide ongoing follow up to ensure treatment adherence.  In some cases, in consultation with the supervisor, provide transportation to and from HCV appointments.  Maintain appropriate patient files and timely documentation of services utilizing the Short-Term Health Navigation form and NextGen.  Serve as a member of Project Aware team, able to participate in daily activities and functions to maintain overall operations.  Conduct outreach in community settings and share program information with other organizations.  Attend relevant trainings and participate in regional meetings as assigned.  Stay informed about current HIV/HCV/STI trends, developments, as well as state-of-the-art prevention efforts.  Other duties as required. | |
| Qualifications Bachelor’s degree in social work or a related field preferred; and/or significant experience and training in the field of infectious disease, substance treatment, human services and/or related fields.  Proven knowledge and experience of service delivery systems  Organizational skills.  Experience with public speaking or giving presentations preferred.  Must be open to working with people from diverse backgrounds, cultures and lifestyles in a non-judgmental manner.  Bi-lingual in Spanish preferred.  At least two years continuous sobriety is required for people in recovery from drugs or alcohol | |