



Voces Latinas Job Description

POSITION: Patient Navigator – Full Time (35 hours per week)

SALARY: 40K

REPORTS TO: Manager of HIV Prevention

Mission: Voces Latinas (VL) aims to reduce the rate of HIV transmission among immigrant Latinos by empowering, educating, and providing leadership and advocacy training to enable them to make healthier decisions for themselves and their families. Through collaborative relationships, we connect immigrant Latinos with culturally and linguistically sensitive resources and services to address their immediate needs, which allows them to identify with their risk for HIV/AIDS.

Voces Latinas reaches close to 3,000 immigrant Latinas each year through its outreach and programs which include: HIV and STI counseling and testing; linkage to care; Spanish HIV educational workshop series; Saturday arts and crafts support group session for isolated immigrant Latinas; supportive case management and individual counseling for Latinos who are at risk of or living with HIV including access to pre-and-post exposure prophylaxis (PrEP/PEP); connection to culturally and linguistically appropriate services; providing *Promotoras* (peer advocates) trainings yearly to become peer leaders; hold public forums and events; provide intimate partner violence prevention and intervention to immigrant Latinas; community mobilization project which involves partnering with local businesses. VL also provides support to young men who have sex with men (YMSM) through an evidence based intervention called Holatinos as well as HIV prevention that includes testing and connection to PrEP/PEP.

Voces Latinas seeks a highly skilled Patient Navigator to assist clients in identifying their needs, develop client service plans, provide appropriate connections to services and support clients in achieving their service plan goals. This will be accomplished by client accompaniment to services to ensure cultural competency, connections to care, and client and organizational follow up. The ideal candidate must have a passion for working with non-profit organizations, serving marginalized communities, having an understanding of public health issues such as a HIV, STIs, mental and behavioral health.

Essential Duties/Responsibilities:

- Assess for client's needs including domestic violence, HIV, STIs, mental health, social services
- Conduct outreach, HIV and STI testing and screening on a rotating schedule with outreach team
- Develop and support client's goals identified in service plan
- Work closely with Case Manager coordinating client services and collaborating with external agencies
- Provide Health Literacy to clients
- Ensure Linkage to care by accompanying clients and assisting in systems navigation such as criminal justice, healthcare, child welfare, and social services systems
- Documentation and data entry of all client interactions via progress notes and ETO database as well as other government database systems (E-share, AIRS, OVS)
- Produce monthly data and program reports
- Attend and promote program at community meetings
- Develop and maintain relationships with social service providers working with client
- Represent *Voces Latinas* at meetings and forums in an utmost professional manner and strengthen linkages with other community partners.
- Keep up with latest healthcare/immigration policies
- Other duties as required

QUALIFICATIONS:

- A.A. or B.A. degree in social work, counseling, psychology, or equivalent
- Minimum of 2 years experience in social service, systems navigation, etc.
- Commitment to service as a personal value
- Sensitivity to and experience with needs and circumstances of immigrant population
- Experience in delivery of educational workshops in health literacy preferred
- Excellent written and oral communication, organizational and time management skills
- Strong interpersonal skills, creativity and flexibility
- Ability to work independently and as part of a team
- Cultural competency, sensitivity and awareness
- Computer skills (Word, Publisher, Excel, ACCESS)
- Ability to read, write and speak English and Spanish

Voces Latinas offers a competitive compensation and fringe benefits package including health insurance, short term disability, family medical leave, and generous vacation/sick/holiday leave.

Voces Latinas is an equal opportunity employer and complies with all federal, state, and local laws which prohibits discrimination in employment. People of color, Afro-Latinx, trans people, women, intersex people, people who have lived in poverty, people with disabilities, immigrants, and lesbian, gay, bisexual, and queer people are strongly encouraged to apply.

Please send cover letter and resume to:

Lissette Marrero, MSW – Human Resources at lmarrero@voceslatinas.org