



**COBB & DOUGLAS  
PUBLIC HEALTH**

*Healthier lives. Healthier community.*

# Employment Opportunity

## *HIV Linkage Coordinator Social Service Program Coordinator 2 Position #00216553*

**Summary:** Under general supervision, serves as Linkage Coordinator for HIV Services and is responsible for navigating activities related to HIV testing, linkage to HIV medical care, retention and the re-engagement of persons living with HIV into medical care, treatment and support services. Perform HIV testing, counseling, and outreach for high-risk residents in the community. Ensure implementation of timely disease intervention strategies to decrease the prevalence of HIV and STDs. Other duties as assigned. Essential Functions include, but not limited to: Implement the Antiretroviral Treatment and Access to Services (ARTAS) strategy for individuals newly diagnosed with HIV or lost to care. Provides linkage to HIV care, treatment and other supportive services for all HIV positive individuals identified. Collect and report data consistent with the requirements set forth by DPH and CDC for ARTAS, as well as any additional data requested by the Office of HIV/AIDS. Maintain an electronic, state-approved ARTAS client-level database. Establish a Test-Link-Care Network with a minimum of one (1) provider and two (2) community-based organizations and/or social service agencies which provide HIV testing, counseling, or linkage services and referrals. Ensure that all clients who are newly diagnosed with HIV, or those who are previously positive and not currently in care, are linked to HIV care, partner services (PS), STD, Hepatitis, and TB screening, and other supportive services. This position works to promote and protect the health and safety of the residents of Cobb and Douglas Counties.

**Minimum Qualifications:** Master's degree in a related field from an accredited college or university OR Bachelor's degree in a related field from an accredited college or university AND Two years of related experience.

**Preferred Job-Related Skills:** General knowledge of HIV/AIDS care processes, Ryan White eligibility requirements and community resources, understanding of the unique needs of populations most affected by HIV, and lived experiences related to HIV care or prevention services. Excellent verbal and written communication skills.

**Work Conditions & Physical Demands:** General office environment with multiple appointments, phone calls, and emails daily. This position does require some physical exertion. May require some lifting, but no more than 50 lbs. Not always a sedentary position; will require some walking and long periods of standing during field work and outreach events. Requires flexibility of working in general office environment, clinic environment, and community outreach. Local travel and occasional overnight training/travel possible.

**We Offer:** Exceptional opportunities along with excellent benefits, which include: 12 paid holidays, 3 weeks each of annual and sick leave per year. A defined benefit retirement plan with full vestment after 10 years of full-time employment; includes an employer 401k match. Payroll deductible health benefits (medical, dental, vision, legal, long-term care, dependent life, AD&D, short and long-term disability, etc.). Medical and childcare spending accounts can be established in addition to deferred compensation options. Flexibility within our core operational hours of Monday-Friday 8am-5pm including telework options for qualified positions. Learning and growth opportunities. Employee recognition program. Worksite wellness activities. Diverse workforce. And much more!

**Salary Information:** \$34,255 annually / Pay Grade I / Applications **Accepted:** December 6, 2021 – December 21, 2021

**TO APPLY:** In order to successfully apply for a position; the hiring agency requires interested applicants to complete the Cobb & Douglas Public Health's Online Employment Application. This job application can be found at: [www.cdphe-ess.com](http://www.cdphe-ess.com). Click on "**Employment Opportunities**" and locate this position, click "**Apply**" and begin your application process.

**Cobb and Douglas Public Health** a nationally accredited health department, headquartered in Marietta, Georgia since 1920 promotes and protects the health and safety of the residents of Cobb and Douglas counties in partnership with several other agencies. CDPH is committed to delivering compassionate, high-quality, affordable healthcare services with special attention to the at-risk population. We work to achieve healthy people in healthy communities by: Preventing epidemics and spread of disease, protecting against environmental hazards, preventing injuries, Promoting and encouraging healthy behaviors, responding to disasters, assisting in community recovery, and Assuring the quality and accessibility of health care. By excelling at our core responsibilities, we will assist our residents in living healthier, longer and more rewarding lives.

Thank you for your interest in CDPH. Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

Requirements for this position may be subject to: Pre-Employment Drug Screening, Criminal Background Check/Fingerprinting, Previous Employment Reference Check, Specific Immunizations, Motor vehicle check, and/or Education and/or Licensure verification.

If you require accommodations under the American Disability Act (ADA), email request by the closing date of this announcement to: [Melissa.Harteau@dph.ga.gov](mailto:Melissa.Harteau@dph.ga.gov)

CDPH has adopted the Council on Linkages Core Competency for Public Health Professionals.  
AN EQUAL OPPORTUNITY EMPLOYER