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apicha.org

## **Apicha Community Health Center**

Our mission is to improve the health of our community and to increase access to comprehensive primary care, preventive health services, mental health and supportive services. We are committed to excellence and to providing culturally competent services that enhance the quality of life.

Apicha CHC advocates for and provides a welcoming environment for underserved and vulnerable people, especially Asians & Pacific Islanders, the LGBT community and individuals living with and affected by HIV/AIDS.

## **JOB DESCRIPTION**

**Position: Patient Navigator**

**Reports to: Care Coordinator**

### **Duties and Responsibilities**

- Provide direct services to person who living with HIV/AIDS under supervision of Care Coordinator.
- Carries out tasks that are needed to execute the medical and support service plans, including the following: accompanies patients to appointments when required, provides coaching to patients, delivers monthly or weekly health education encounters, performs entitlements reassessment, coordinates logistics for plan adherence reminders, transportation and childcare arrangement
- Responsible for field-based following tasks: observes and records patient self-administration of ARVs., assess for and reports any ARV related side-effects, and delivered in the home, CBO, work or any other location that is convenient for PLWHA.
- Maintain client-related records and other required documentation according to the protocols and standards of APICHA's Client Services Department.
- Working as a part of the unit at the quality assurance and continue quality improvement (CQI) tasks.
- Represent the agency at various venues to promote agency services.
- Other activities as assigned.

### **Qualifications:**

- High school diploma/GED with 2 years of working experience required. Some college education with 1 year of working experience preferred.
- Strong socio-cultural identification with the target population or experience in working with target population required.
- Fluency in one or more Asian language preferred.
- Excellent written and verbal communication skills in English required.
- Independent and good team player.
- Good attention to details.
- Ability to communicate well with medical providers and support staff.
- Ability to work well with diverse population.
- Ability to handle multiple tasks and stressful environment.
- Ability to work well within the organizational structure.
- Ability to work flexible hours including some evenings and weekends.
- Ability to use common office software. (Word, Excel, Power Point). Familiarity with AIRS preferred.
- Proof of immunization or immunity to certain communicable diseases (including influenza during the flu season) and testing for tuberculosis is required. These certifications are required by the NYC DOHMH Health Code, NYSDOH and OSHA.

*Apicha CHC is an equal opportunity employer. We do not discriminate on the basis of age, race, creed, religion, national origin, gender, disability, marital status, and affectional or sexual orientation.*