



Job Announcement

Title: **Care Navigator**
Department: **HIV Programs**
Reports To: **HIV Care Navigation Coordinator**
Status: **Full-Time, Non-Exempt**

Shanti is a San Francisco based non-profit that exists to enhance the health, quality of life, and well-being of people with terminal, life threatening, or disabling illnesses or conditions.

General Job Description:

The Care Navigator is responsible for responding to the emotional and practical support needs of people living with HIV/AIDS in San Francisco.

Primary Duties:

- Perform initial intakes, registrations, re-registrations, psycho-social assessments, and ongoing needs reassessment, as client needs change.
- Provide individual care planning and goal establishment, objectives and activities as well as referrals to meet the client's needs and preferences for services and support.
- Actively advocate with, and/or on behalf of, clients within the service provision system and assists clients in achieving and maintaining independent functioning.
- Provide support group facilitation to clients.
- Maintain documentation, progress notes and client records according to departmental standards, using a computer based client information system (ARIES).
- Assess clients for appropriateness for volunteer services and participates in matching process.
- Participate in the training of peer support volunteers.
- Provide mental health and emotional support to clients as needed.
- Provide health counseling to clients as needed.
- Provide practical assistance and care navigation to clients as needed.
- Follow-up and monitoring, involving in-person, outreach, home visits, and/or telephone calls.
- Distributes vouchers and participates in voucher tracking; completes all required voucher tracking documentation.

Secondary Duties

- Participates in case presentations, consultations, and supervision.
- Participates in agency functions and fundraising activities as assigned.
- Participates in the development and delivery of educational and social programs for clients.
- Performs other tasks as identified and assigned.

Requirements

- BA/BS in health services-related field and/or minimum 3 years experience providing services (including individual and group support) to the targeted communities
- Experience working with communities living with and affected by HIV/AIDS.
- Familiarity with the philosophy of Harm Reduction.
- Ability to establish and maintain effective working relationships with a variety of individuals and groups.
- Sensitive to diversity of HIV-positive communities, including but not limited to issues of homelessness, sexual orientation, gender, language, spirituality and culture.

Shanti is an equal opportunity employer

Women, persons of color, and persons with disabilities are encouraged to apply.

Email resume with cover letter to: jakerley@shanti.org