

PrEP and HCV Treatment Medical Assistant Job Description

Department: Prevention Services

Job Title: PrEP and HCV Treatment Medical Assistant

Reports To: PrEP and HCV Treatment Clinic Coordinator

ORGANIZATION OVERVIEW

Prevention Point Philadelphia (PPP) is a multi-service public health organization dedicated to promoting health, empowerment and safety for communities affected by drug use and poverty. PPP works to provide safe and humane alternatives to the war on drugs, working to reduce the prevalence of HIV and Hepatitis C by linking people to the health resources they need. PPP meets people where they are, providing information and access to resources with dignity and respect. Using a harm reduction approach, PPP offers low threshold, culturally sensitive, non-judgmental services to address the health and social service needs of people in Philadelphia. PPP promotes harm reduction through mobile medical care, sterile syringe exchange, rapid HIV and HCV testing, referrals to social services, and comprehensive prevention case management services. PPP continues to expand the scope of its services in an endeavor to meet the needs of people in Philadelphia as comprehensively as possible.

POSITION SUMMARY

For many years, PPP has concurrently offered referrals for prescription medications such as PrEP and for HCV treatment and offered limited in-house capacity for participants to access these medications. PPP is expanding its internal capacity for access to these life-saving medications. As such, increased direct supervision of this process is required to promote participation, ensure adherence and maintain high clinical standards. The PrEP and HCV Treatment Medical Assistant will perform necessary clinical laboratory testing to facilitate access to medication and perform follow up testing to promote medication adherence. This includes, but is not limited to, medication distribution, the distribution of incentives to qualifying participants, adherence counseling, and linkage to internal and external agents to navigate social and behavioral health services. The PrEP and HCV Treatment Medical Assistant will communicate closely with PrEP and HCV Treatment Navigators, the PrEP and HCV Treatment Coordinator, and the PrEP and HCV Treatment Medical Provider via electronic and analog systems to maintain accurate and adequate schedules and patient records.

DUTIES AND RESPONSIBILITIES

- Ensure the timeliness and quality of all required program data and documentation for HIV testing, HCV testing, medical services, and incentive distribution. This includes maintaining relevant databases, charts and paperwork in order to ensure quick and effective access to program data for reporting and program analysis.

- Ensure participants have active medical insurance and work with internal case management to enroll uninsured participants
- Obtain medical histories and record vital signs, as indicated
- Maintain accurate program schedule which aligns with current prescriber-recommended course of medication, including communicating when participant should return and encouraging participant compliance with this schedule
- Explain treatment procedure to patients and prepare patients for examination
- Counsel participants on importance of preventive medicine and medical treatment as to promote medication adherence and discourage misuse of medications
- Distribute incentives for participation in and adherence to the program within protocols established by the Prevention Services Director
- Collect and prepare laboratory specimens for submission to external laboratory and perform laboratory tests on premises, including phlebotomy, STI testing, pregnancy screening
- Authorize drug refills as directed or telephoned prescriptions to pharmacies
- Dispose of contaminated supplies according to OSHA standards.
- Maintain adequate examination room instruments, supplies and equipment.
- Maintain examination and waiting room cleanliness
- Triage and directly link participants to other harm reduction and medical services including, but not limited to, safe injection counseling, wound care, behavioral health treatment, primary care, public benefits, emergency housing services, and legal assistance and counseling
- Ensure the documentation of linkage to prevention and care services
- Promote and maintain participant confidentiality as required by local, state, and federal law

REQUIRED SKILLS

- Excellent phlebotomy skills, excellent clinical laboratory skills
- Strong commitment to social justice, harm reduction, and trauma-informed care
- Familiarity with HIV and HIV testing, HCV and HCV testing, PrEP, HCV treatment
- Spanish language skills preferred; cultural competence required
- Strong interpersonal skills
- Strong leadership and communication skills and collaborative approach to work.
- Ability to work well and communicate effectively with persons of varying educational, socioeconomic, and cultural backgrounds
- Excellent computer skills (Microsoft Office: Word, Excel, Outlook, etc.)

MINIMUM QUALIFICATIONS

- PA Phlebotomy certification
- High School Diploma or equivalent, Bachelor's degree preferred
- At least one-year work experience with communities impacted by HIV/AIDS, HCV, substance use, poverty, and/or homelessness.
- Knowledge of HIV prevention and HCV treatment
- Demonstrated commitment to advocacy and social justice, particularly as related to harm reduction, HIV/AIDS, HCV, poverty, and homelessness.

OTHER CONSIDERATIONS

- This position is full time
- This position includes the normal physical demands of a community-based health program, including lifting/moving up to 25lbs, bending, and carrying. Other physical requirements include walking and standing for long periods and sitting for up to 30 minutes
- This position is exempt from the overtime provisions of the Fair Labor Standards Act