



## HIV Pre- exposure Prophylaxis (PrEP) Counselor

Reports to: HIV Program Manager  
Classification: Non-exempt  
Date: 06/19/2017  
Department: HIV  
Approved: Marcea Patterson

### MAJOR FUNCTION:

Under the supervision of the HIV Program Manager: The PrEP Counselor will assess clients' suitability for PrEP; responsible for assisting HIV high-risk negative clients in initiating, adhering to and managing a PrEP regimen.

### ESSENTIAL FUNCTIONS:

- Provide rapid HIV test to clients for basis of next steps.
- Assess and address clients' knowledge, attitudes and beliefs regarding PrEP.
- Assessment of clients' level of risk to determine appropriateness for PrEP.
- Engage identified high-risk individuals in discussions regarding HIV risk reduction and all manner of PrEP information, to include at a minimum:
  - ◆ What is required of the client to ensure that PrEP is maximally effective;
  - ◆ The potential side effects of PrEP medication(s);
  - ◆ Schedule of medical follow-up visits for monitoring health status relative to possible side effects; and
  - ◆ Discussion of relationship situations when PrEP may no longer be appropriate.
- Assess clients' intentions to initiate and comply with a PrEP regimen.
- Assess clients' health insurance status.
  - ◆ Assist/refer clients with prior authorizations, insurance enrollment and pharmaceutical company assistance as needed.
  - ◆ Provide clients with completed prior authorization paperwork for them to take with them when they see the PrEP prescriber.
- Evaluate clients' access to primary care providers.
- Identify clients' transportation needs.
- Assist clients in the development of their adherence plan.
- Provide sexual risk reduction counseling regarding HIV and STIs.

- Monitor clients to ensure regimen adherence and clinical follow-up visits, which may include:
  - ✦ Appointment reminders using appropriate technology (texting, social media, interventions etc.)
  - ✦ Delivery of evidence-based strategies, which may include but are not limited to:
    - Every Dose Every Day Mobile Application
    - HEART
    - Peer Support
    - Partnership for Health Medication Adherence
    - SMART Couples
  - ✦ Familiarity with CDC’s publication “Optimizing Entry Into and Retention in HIV Care and ART Adherence for PLWHA”.
  - ✦ Provide tracking and follow-up with the client and/or provider 90 days after initiation of PrEP.
- Work collaboratively with clinical PrEP providers.
- Monitor and evaluate PrEP program as directed by management.
- Collect program data as needed.
- Compile and report program results/indicators.
  - ✦ Number of clients provided education and counseling services.
    - Source of PrEP referral (partners of HIV+ clients, CBOs that serve the target population, word of mouth, private physicians, primary care clinics, STD clinics, etc.).
  - ✦ Number of interested clients for whom PrEP is indicated.
    - Number of clients for whom PrEP is not indicated.
  - ✦ Number referred to receive PrEP prescriptions and follow-up medical services.
  - ✦ Number who attend their first visit to PrEP clinical site.
  - ✦ Number who initiate PrEP.
  - ✦ Number who make 90-day visit to PrEP site.
  - ✦ Number remaining on PrEP at 3-, 6- and 12 months.

- **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle, feel objects, tools or controls; and talk or hear. The employee is occasionally required stand, walk and stoop, kneel or crouch. The employee must regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

- **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Please send cover letter and resume to: Marcea Patterson at  
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