**Job Description**

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| **Job Title:** | Roving Case Finder/Navigator |
| **Reports to (Title):** | Regional Prevention, Care and Treatment Officer |
| **Location:** | Region 6: Antique, Capiz, Cadiz-Negros Occidental  Region 7: Danao-Cebu, Bohol and Negros Oriental (2) |
| **Date:** | June to September 2024 |

**Position Summary**

ICAP at Columbia University’s *Targeted Programmatic Support Across Countries under the Global Fund to Fight HIV/AIDS, Tuberculosis and Malaria under PEPFAR* (PSA) is a program that provides technical assistance (TA) and capacity-building support to the Department of Health, in collaboration with key stakeholders and local partners in Central Visayas (VII) and Western Visayas (VI) Regions of the Philippines.

The Roving Case Finder/Navigator will be seconded to an ICAP supported facility or community-based organization where he/she will work as part of a multi-disciplinary team under direct supervision of the head of the HIV clinic while reporting to ICAP Regional Prevention, Care and Treatment Officer. Work accomplishments will be reported to and encoded in the ICAP supported facility where clients reached will be linked for the needed services including treatment and care.

He/she will conduct facility-based and community outreach activities in areas (referring contiguous CHOs and municipal RHUs) not covered/assigned to the Facility-based Peer Navigator. He/he will coordinate and collaborate with the respective HIV coordinators in the conduct of activities.

He/she will provide HIV services for key populations, as well as pregnant, TB and STI clients to include prevention messages, risk assessment, motivate clients for HIV testing, perform community based screening as needed and PrEP promotion while maintaining compliance with confidentiality regulations. He/she will work with clients to support their health and wellbeing, acting as a liaison between clients and their care providers. He/she is primarily responsible for the provision of tailored support and relevant information to help clients overcome barriers that may prevent engagement, retention, or re-engagement in treatment.

This position requires frequent travel in the identified project areas.

**Responsibilities**

* Conduct HIV screening to the assigned health facilities on regular basis for KPs, pregnant women, TB and STI clients.
* Encourage, refer/provide navigation services to key populations (MSM, TGW,YKP) including online community and peer groups to access prevention services including but not limited to HIV screening or testing and pre-exposure prophylaxis (PrEP).
* Support the community outreach activities and conduct Community-based HIV screening in collaboration with local HIV coordinators.
* Accompany clients to appointments and assist with scheduling for needed services.
* Conduct pretest counseling, secure consent, conduct community-based HIV screening, and ensure completeness and clarity of entries in the HTS form.
* Provide tailored post-test counseling and support to our clients.
* Ensure clients with reactive results are linked to care especially those identified during outreach activities.
* Inform HIV non-reactive clients about PrEP and navigate them to the health care provider for possible initiation.
* Ensure all required documentation is in place and filled out (eg. HTS, PrEP and other service-related forms) while maintaining client confidentiality and privacy.
* Encode reached client information into database (eg. OHASIS)
* Conduct home visits to support health needs and encourage re engagement to health care for lost to follow up clients or defaulters, as needed.
* Facilitate and support education-groups/learning sessions addressing basic but important HIV topics (eg. how and when to disclose, index testing, importance to adhere and follow-ups, understanding your lab results, etc.), as needed.
* Submit monthly accomplishments and other required reports to the Regional Prevention, Care and Treatment Officer, with copy to the facility physician. A copy of the report will also be provided to the local HIV coordinator.
* Perform other duties as assigned.

**Qualifications**

* Minimum of high school diploma or equivalent
* A YKP or member of a KP community (preferred but not required)
* Previous experienced working as Peer Navigator (preferred)
* Trained on community based HIV screening (preferred)
* Trained on Peer Education and support provision (preferred)
* Knowledge of sexual orientation and gender identity expression (SOGIE)
* An understanding of and sensitivity to HIV related stigma
* Meticulous attention to detail with the ability to multi-task
* Strong organizational, administrative, coordination and planning skills
* Ability to work under pressure and react effectively to urgent situations
* Ability to work independently and as part of a team
* Demonstrated ability to meet program guidelines with respect to required reporting
* Excellent interpersonal and communication skills
* Filipino national
* Fluent in Filipino, and either Cebuano (for Region 7) or Ilonggo/Aklanon for (Region 6)
* Work flexible hours, as needed

**Travel Requirements:**

* Domestic travels to project sites