**Job Description**

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| **Job Title:** | Facility-Based Case Finder |
| **Reports to (Title):** | Regional Prevention, Care and Treatment Officer |
| **Location:** | Region 6 (Antique, Capiz, Aklan) & Region 7 (Bohol, Negros Oriental) |
| **Date:** | Starting October 2024 |

**Position Summary**

ICAP at Columbia University’s *Strengthening Regional, National, and Subnational Institutional Capacities to Sustainably Combat HIV/AIDS and Tuberculosis under PEPFAR award* 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 Facility-Based Case Finder will be seconded to a supported facility 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. S/he will primarily provide HIV services for male clients 15 years old and above, who visit the facility for any health care service, to include HIV information, motivating clients for HIV testing, performs HIV screening, PrEP promotion and other support services while maintaining compliance with confidentiality regulations. The case finder will work with clients to support their health and wellbeing, acting as a liaison between clients and their care providers. S/he is primarily responsible for the provision of tailored support and relevant information to help clients overcome barriers that may prevent engagement and retention in services.

**Responsibilities**

* Coordinate and collaborate with other members of the Opt-Out Implementation Team for the smooth and proper conduct of the Opt-Out HIV testing for male clients 15 y.o. and above who consults at the OPD/ED in the assigned facility
* Provide basic HIV information prior to HIV screening/testing through group education, video presentation, or IEC materials distribution
* Secure consent and conduct HIV screening
* Ensure completeness and clarity of entries in the Opt-Out form.
* Respond to clients queries regarding HIV and HIV screening/testing
* Provide tailored post-test counseling and support to clients.
* Offer preventive services for non-reactive clients: PrEP, condoms and lubes to non-reactive clients and navigate them to the health care provider for possible initiation.
* Ensure clients with reactive results are linked to care and started on ART (if possible) before the clients leave the facility.
* Collect and consolidate Opt-out forms daily
* Encourage, refer/provide navigation services to hospital clients to access prevention services including but not limited to HIV screening or testing and pre-exposure prophylaxis (PrEP).
* Accompany clients to appointments and assist with scheduling for needed services.
* Support treatment readiness, treatment adherence, retention in care and improved individual health outcomes for all PLHIV, as needed.
* Support clinic health care workers with monitoring adherence, clinic attendance, retention and identification of possible defaulters, as needed.
* 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 client information into database (eg. OHASIS), as needed
* Submit monthly accomplishments and other required reports to the Regional Prevention, Care and Treatment Officer, with copy to the facility physician.
* Perform other duties as assigned.

**Qualifications**

* With para-medical course or experience (preferred)
* Trained on Basic HIV and HIV screening (preferred)
* Knowledge of sexual orientation and gender identity expression (SOGIE).
* Knowledge of substance use/misuse issues and HIV/HCV services and treatment
* Excellent interpersonal and communication skills.
* 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.
* Filipino national
* Fluent in Pilipino, and either Cebuano (for Region 7) or Ilonggo/Kinaray-a/Aklanon for (Region 6)
* Work flexible hours, as needed.

**Travel Requirements:**

* Domestic travels to project sites as needed.