



The  
**HEALTH FEDERATION**  
of Philadelphia

<b>Job Title</b>	Perinatal Prevention/Routine Testing Project Coordinator
<b>Department/Program</b>	AIDS Education and Training Center
<b>Reports To</b>	Public Health Project Manager
<b>FLSA Status</b>	Exempt
<b>Supervises</b>	N/A

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## **JOB SUMMARY**

This position will provide leadership in the Health Federation of Philadelphia's efforts to eliminate local mother-to-child transmission of HIV, and in the integration of routine HIV screening into health care settings. The position requires Pennsylvania RN license and/or BSN degree. The person in this position will collaborate with hospitals, prenatal and general care clinics, local obstetricians, primary care practices, maternal and child health services and HIV/AIDS service organizations. The individual is expected to utilize leadership and managerial skills in an effort to create partnerships within the medical and social service community that serves HIV-infected pregnant and postpartum women, as well as with primary care clinician practices seeking to provide routine HIV testing. The person in this position will work with community partners to develop systems of tracking HIV-infected pregnant women and ensure their connection to prenatal care, adherence support, and medical follow-up for the mothers and their newborns. Additionally, this individual will oversee development of systems to determine the rate of HIV testing in ambulatory, prenatal and labor-and-delivery settings.

## **JOB SPECIFICATIONS**

### **Responsibilities/Duties**

- Communicate with public and private obstetrical staff, hospital labor and delivery units, maternal child health service providers and HIV/AIDS case management organizations in an effort to ensure that individual entities are familiar with the roles and responsibilities of each other
- Facilitate meetings of medical and social service staff that provide services to HIV-infected pregnant women at least biannually
- Provide educational sessions as needed or requested by medical professionals who participate in the care of HIV-infected pregnant women, as well as those seeking to integrate HIV testing routinely, ensuring they are aware of standards-of-care for HIV treatment, and able to refer into other services available to assist HIV-infected men, women and HIV-exposed or infected infants
- Collect and keep updated contact information for all key staff in the six Philadelphia hospitals with labor and delivery units, as well as key prenatal providers
- Meet with the staff of every birthing hospital or center in the city at least annually to confirm that they provide rapid HIV testing at labor and delivery for women who present for care and who are of unknown HIV status. Confirm that each hospital pharmacy has

pediatric AZT available for the neonate and there is a mechanism in place to ensure that each HIV-infected mother has AZT for her baby upon discharge

- Develop a system of collecting aggregate data on HIV testing rates from key prenatal providers and in-patient obstetric units
- Conduct key informant interviews with primary care providers and health systems to ascertain the capacity building required to expand screening to routine HIV testing
- Develop and implement a plan to assist primary care providers in integrating routine HIV testing into their primary care practice
- Assess and develop a plan for systems to support routine testing: hospital systems, physician networks, managed care organizations, professional organizations, and policy leaders
- Determine the discipline-specific needs of the health care team in practice policy change: legal counsel, primary care practitioners and all members of the clinical team, laboratory personnel, billing/financial staff
- Work collaboratively with project funders, including the Philadelphia Department of Public Health, AIDS Activities Coordinating Office, to meet grant obligations and timelines
- Stays current regarding national HIV medical guidelines and local resources
- Performs other duties as assigned by the supervisor

### **Skills/Knowledge**

- Knowledge of and/or experience with prenatal and/or obstetric services and systems in Philadelphia
- Knowledge of maternal, perinatal and adult HIV clinical care
- Ability to negotiate hospital health systems and identify key informants and gate-keepers
- Ability to establish meet goals and objectives within funder's timelines
- Understanding of issues facing women at high-risk for HIV, including teen parenting, addiction, mental health challenges and homelessness
- Experience with clinical practice management and/or patient flow analysis
- Knowledge of hospital and provider billing processes and procedures
- Ability to work with various staff levels as a co-worker and/or team member
- Knowledge and practice of confidentiality and issues of diversity
- Ability to prioritize and work independently as well as cooperatively
- Knowledge of computer-based data collection and entry

### **Education**

- Registered Nurse licensed in Pennsylvania  
and/or
- Bachelor's Degree in Nursing

### **Experience**

- Minimum of four years experience required in the following areas:
  - Working in prenatal, obstetric or ambulatory health care
  - Leadership of a health-related multi-disciplinary team
  - Understanding of factors contributing to health care policy changes
  - Working in interdisciplinary setting

## **Physical Demands**

Standard office setting plus site visits. Walking, standing, sitting, travel to clinics and hospitals via personal vehicle or public transportation required.

## **COMPENSATION**

Commensurate with experience. Full-time position, regular business hours, with paid time off and excellent health benefits.

## **DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. They should not be interpreted as an exhaustive list of all the responsibilities and/or skills required.

## **TO APPLY:**

Send resume and cover letter stating salary requirement to:

Debbie Courter  
HR Manager  
Health Federation of Philadelphia  
1211 Chestnut Street, 8<sup>th</sup> Floor  
Philadelphia, PA 19107

Or via email to [hivtest@healthfederation.org](mailto:hivtest@healthfederation.org)