

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 6468110

AIDS Program Representative 1, Grade 16 6468110
AIDS Program Representative 2, Grade 20 6468120

Brief Description of Class Series

Positions in this title series provide Human Immunodeficiency Virus (HIV) prevention, health care, and supportive services to at-risk and HIV-infected individuals, and HIV prevention education to the public. Incumbents perform program outreach, and deliver HIV prevention education, counseling, and testing services to individuals in community and correctional facility settings.

These positions are classified at the Department of Health (DOH).

Distinguishing Characteristics

All positions are in the non-competitive jurisdictional class.

AIDS Program Representative 1: performance level; provides HIV prevention, education, health care, and supportive services to infected individuals, and delivers HIV prevention education to the public.

AIDS Program Representative 2: supervisory level; provides direct supervision to AIDS Program Representatives 1; monitors, evaluates, and reports program activities to upper-level staff.

Illustrative Tasks

AIDS Program Representative 1

Conducts HIV pre- and post-test counseling; and collects blood, oral fluid, and other body fluid specimens for HIV antibody testing in community and correctional facility settings.

Gathers and records information for infected individuals' contacts, performing contact tracing and notification services.

Conducts HIV prevention workshops, educational presentations, and program outreach for a variety of groups.

Completes HIV statistical forms and reports on clinical and outreach activities for upper level review.

May perform clinical services at program sites, ensuring that supplies are stocked, individuals are scheduled appropriately, individuals are tested, and that individuals receive their test results and appropriate pre- and post-test counseling.

May provide HIV hotline counseling and referral services.

AIDS Program Representative 2

Supervises one or more Aids Program Representatives 1 in the implementation of Aids Institute programs and services, and day-to-day activities for HIV counseling and testing programs.

Provides counseling and testing services in cases requiring heightened levels of sensitivity towards the background and needs of program clients.

Promotes clinical services and establishes referral agreements through partnerships with Department of Corrections and Community Supervision facilities.

Oversees the collection of data related to counseling and testing activities, clinical use, and educational presentations.

Evaluates data collected from program operations and prepares written program and policy recommendations for upper level review.

May oversee one or more program sites, ensuring that supplies are stocked, individuals are scheduled appropriately, and that individuals receive their test results and appropriate pre- and post-test counseling.

Minimum Qualifications

AIDS Program Representative 1

Non-Competitive: four years of experience providing services targeted to low income or prison populations in one or more of the following areas:

1. in a public health or counseling program.
2. in a health-related, health education, or a recognized community service program.

3. as a health planner (CPR training, cooperative extension-nutrition, family planning, or other appropriate area).

Substitution: College study in a health, education, counseling, psychology, or social work field may substitute for the required experience at a rate of 30 credits equaling one year.

AIDS Program Representative 2

Non-Competitive: five years of experience providing services targeted to low income or prison populations in one or more of the following areas:

1. in a public health or counseling program.
2. in a health-related, health education, or a recognized community service program.
3. as a health planner (CPR training, cooperative extension-nutrition, family planning, or other appropriate area).

One year of the experience must have been as a program administrator, manager, and/or supervisor of professional program staff.

Substitution: College study in a health, education, counseling, psychology, or social work field may substitute for the required experience at a rate of 30 credits equaling one year.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 8/2016

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