**Project mHEALTH**

**Yale University School of Medicine AIDS Program**

**Liberty Community Services
Connecticut Department of Correction**

**ALL JOB DESCRIPTIONS**

Principal Investigator (PI)

The PI will be responsible for the overall development, implementation, management, and evaluation of the proposed program. He will work closely with senior project personnel on overseeing all clinical and administrative aspects of the program. The PI will also supervise program evaluation and prepare manuscripts for publication.

Program Director

The Clinical and Community Research Associate Director/Program Director will be responsible for the overall management of the agency and project as it stands. She will work closely with senior management and provide administrative direction and evaluation for all project staff. She will maintain responsibility for all budgets and reports. She will be the lead liaison with HRSA, the ETAC team and Liberty Community Services. She will be responsible for conducting qualitative research, including semi-structured interviews with enrolled participants.

Clinical Director

The Clinical Director is in charge of the medical and behavioral aspects of the study. The Clinical Director will be responsible for the Suboxone and Naltrexone programs and will provide psychiatric assessment and treatment. She will work with the other team members to set psychiatric, psychosocial and drug treatment goals, as well as develop treatment plans through weekly multidisciplinary team meetings. She will be responsible for networking with community stakeholders and participating in the Greater New Haven Community Housing Alliance and Coordinated Care Team. Other duties will include communicating with the PI regarding clinical concerns, monitoring lab work and providing consultation to team members regarding clinical concerns or procedures. She will assist with SPNS reports and attend conferences or webinars as needed.

Data Manager

The Data Manager will be responsible for all data management and local evaluation needs for the project. The Data Manager will supervise the data assistants/ case managers/ outreach staff in the completion and accuracy of all materials collected.

LCS Program Director

The LCS Program Director will provide administrative oversight of LCS project activities. She will be responsible for recruiting, hiring, training, and supervising project staff. As part of her duties she will prepare reports and develop LCS policies and procedures related to mHealth. She will serve as administrative liaison to the mHealth project.

Program Coordinator (PC)

The PC will be managing both internal and external referrals for enrollment and ongoing research activities. Duties will include determining eligibility of referred clients, informing clients about the study, completing the informed consent process, administering baseline interviews, collecting and storing client contact information, and tracking clients for follow up interviews and chart reviews. He will assume responsibility for communicating these procedures to team members through attending the team meetings. This individual will not be part of the intervention staff- and will be regularly accessible to receive referrals.

Research Assistants

The Research Assistant (RA) assures that the research is carried out exactly according to the protocols and procedures. They will conduct interviews in prisons and the offices, conduct outreach to find participants when they don’t show up, fill out all instruments required by the Med-Heart Evaluation Team and local site evaluation, ensure completeness for data analysis and ensure that lab work, toxicology screenings are done, as needed. They will participate in weekly team meetings.

Patient Network Navigator

The Patient Network Navigator (NN) will work on developing close and effective relationships with community-based organizations that serve the target population. He/she will provide intensive case management using a combination of intensive, rehabilitation and full support case management models to a caseload of clients who are identified as needing concentrated assistance due to histories of multiple episodes of homelessness, and/or co-occurring mental illness and substance abuse interventions. The NN will develop and implement service plans, assist the client directly or direct the Peer Navigator to link clients to drug treatment, medical care, housing, mental health treatment, financial benefits and entitlements and other services.

Peer Navigator

The Peer Navigator (PN) is responsible for carrying out discrete tasks related to integrating housing and wrap-around services. Under the direction of the NN/ the PN will assist the people served in accessing community resources such as the Nathan Smith Clinic, Emergency Medical Services, the Liberty Safe Haven Day Program and the Community Health Care Van to achieve the goals within the service plan.

DOC Referrals Coordinator (RC)

The DOC Referrals Coordinator (RC) will identify, recruit, screen, and pre-enroll offenders who meet study criteria. The RC will complete the pre-enrollment study packet and begin to coordinate linkages to care, treatment, and housing assistance in preparation for their release from DOC. The RC will meet with the offender population to assess study interest, explain study criteria, and to determine eligibility. Inmates who are receptive to study participation will be pre-enrolled by signing a Pre-Release Informed Consent and a DOC, Yale, and LCS Releases of Information, (ROI). The RC will address study questions and concerns, clarify study information, and provide study literature and contact information to all pre-released clients. The RC will also track the offender’s potential release date and keep the research team abreast of changes and re-incarceration information. The coordinator will also help organize jail visits for the research staff as needed and attend weekly study team meetings.

Behavioral Health Counselor

The Behavioral Health Counselor (BHC) will complete a Bio-Psycho-Social assessment for all referrals as part of the enrollment process. The BHC will be responsible for presenting this referral at the weekly team meetings and referring to the Clinical Director or outside agencies as needed for further evaluation or treatment as indicated. The BHC will create effective, individualized drug treatment plans, provide risk reduction, adherence counseling, address barriers to care and sobriety, while providing linkages to additional drug treatment or coordinate access to higher levels of care. The BHC will work closely with the NN to assist participants in locating and utilizing the most effective drug treatment and medical care options and developing employments skills. The Counselor will utilize evidenced based models for improving recovery outcomes for the participants served using SBIRT, Cognitive Behavioral Therapy and Motivational Enhancement.

*This publication is part of a series of manuals that describe models of care that are included in the HRSA SPNS Initiative* Building a Medical Home for HIV Homeless Populations*. Learn more at* <http://cahpp.org/project/medheart/models-of-care>