



# JOB POSTING

## HIV MEDICAL CASE MANAGER

**Title:** HIV Medical Case Manager

**Purpose:** To provide medical case management services to individuals living with HIV/AIDS.

**Responsibilities:**

- A. Provide medical case management services (Tiers I, II, III and IV) to individuals living with HIV/AIDS who need help in dealing with chemical dependency, mental illness, housing, and other issues.
- B. Conduct **comprehensive psycho-social assessments and re-assessments** of case management clients.
- C. **Complete individual service plans with clients to set goals and strategies.**
- D. Maintain client records and files, **collect required documentation from clients, complete data entry of client** notes, process information for program reports and invoicing, etc.
- E. Assist Director of **Case Management** with coordination of Case Management Program.
- F. Assist with other membership services activities throughout the year, including annual picnic, holiday basket program, etc.
- G. Other duties as assigned.

**Education:** Bachelor's Degree in Social Work. Prefer candidate with Minnesota Social Work Licensure.

**Experience:** **At least one year of previous** experience providing social services in a job that involved carrying a caseload and the following duties: psychosocial assessments, interdisciplinary care coordination, resource development, development and utilization of client-centered care plans. Prefer candidates with experience in HIV/AIDS field.

**Knowledge, Skills and Abilities:**

- 1. Previous experience in providing case management services to individuals living with HIV/AIDS, including psycho-social assessment of clients, interdisciplinary care coordination, monitoring of health/social service delivery, and development/usage of client-centered care plans.
- 2. Knowledge of social work and case management guidelines and issues related to working with low-income clients, including data privacy and confidentiality.
- 3. Knowledge of issues and community resources related to HIV/AIDS, chemical dependency, mental illness, housing, **health insurance**, and other social services.
- 4. Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- 5. Skills in preparing client files, records and program reports.
- 6. Skill in planning such as identifying and sequencing action steps to achieve results.
- 7. Ability to deal with clients respectfully and act in a confidential manner.
- 8. Ability to manage, prioritize, categorize, and complete multiple tasks.
- 9. Ability to manage stress in a proactive manner.
- 10. Ability to work with a diverse population.

**Hours:** 40 hours per week, including evening and weekend hours.

**Salary:** \$15.00-\$16.00/hour depending on previous experience. Benefits include health insurance, holidays, Paid Time Off (PTO).

**To apply, please submit résumé with cover letter by 3 p.m. on Monday, July 8 to:**

**The Aliveness Project, 730 East 38<sup>th</sup> Street, Minneapolis, MN 55407**  
**PH: 612-822-7946      FAX: 612-822-9668      [www.aliveness.org](http://www.aliveness.org)**

*This position will be posted until filled.*