



POSITION AVAILABLE

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) 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, Nursing, Public Health or Human Services.
Minnesota Social Work Licensure is helpful, but not required.

Experience: **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.

Knowledge, Skills and Abilities:

- A. 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.
- B. Knowledge of case management guidelines and issues related to working with low-income clients, including data privacy and confidentiality.
- C. Knowledge of issues and community resources related to HIV/AIDS, chemical dependency, mental illness, housing, **health insurance**, and other social services.
- D. Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- E. Skills in preparing client files, records and program reports.
- F. Skill in planning such as identifying and sequencing action steps to achieve results.
- G. Ability to deal with clients respectfully and act in a confidential manner.
- H. Ability to manage, prioritize, categorize, and complete multiple tasks.
- I. Ability to manage stress in a proactive manner.
- 1. Ability to work with a diverse population.

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

Salary: \$16.50/hour. Benefits include Paid Time Off (PTO), holidays, health insurance, and mini-cafeteria plan (options for dental, disability, and other insurance.)

To apply, please submit résumé with cover letter by 4 p.m. on Wed., Dec. 11 to:

The Aliveness Project, 3808 Nicollet, Minneapolis, MN 55409

E-mail: lauri@aliveness.org FAX: 612-822-9668 PH: 612-824-LIFE (5433)
www.aliveness.org

This position will be posted until filled.