



POSITION AVAILABLE Director of Case Management & Membership Services

The Aliveness Project is a community center that provides on-site meals, food shelf, integrative therapies, case management and other programs to the HIV/AIDS community. The mission of The Aliveness Project is to encourage self-empowerment and provide direct services for persons living with HIV/AIDS.

Title: Director of Case Management and Membership Services
Reports to: Executive Director
Supervises: HIV Medical Case Managers, Membership Services Program Assistant, and Integrative Therapy Program providers.

Purpose: Responsible for managing the Medical Case Management Program and other Membership Services programs for individuals living with HIV/AIDS.

Responsibilities include:

- A. Develop and implement programs and services offered to the membership according to the bylaws and the vision statement of The Aliveness Project.
- B. Manage the Medical Case Management Program, including supervision of case managers and program staff, and development of a quality management system to ensure that funded services meet HRSA standards and Medical Case Management guidelines; as well as hold a small caseload of clients.
- C. Plan and coordinate monitoring and reporting systems for program performance for funded programs, and develop procedures for continuous quality assurance monitoring activities.
- D. Prepare program reports for funders and other written assignments as necessary.
- E. Maintain client records and files.
- F. Coordinate Integrative Therapy Program and other membership programs.
- G. Assist with coordination of Holiday Basket Program and other activities for members (annual HIV picnic, membership parties, etc.)
- H. Conduct surveys to evaluate program services, performance and satisfaction of members.
- I. Network and collaborate with other AIDS service organizations, clinics and other community organizations to promote services available to individuals living with HIV/AIDS.
- J. Other duties as assigned.

Knowledge, Skills, and Abilities:

- A. Knowledge of social work guidelines and issues related to working with low-income clients.
- B. Knowledge of issues and community resources related to HIV/AIDS, chemical dependency, mental illness, housing and other social services.
- C. Skills in preparing client files, records and program reports.
- D. Ability to hire, supervise and review program staff.
- E. Skill in planning such as identifying and sequencing action steps to achieve results.
- F. Ability to manage, prioritize and complete multiple tasks.
- G. Ability to work with a diverse population.
- H. Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).

Education and Experience:

Bachelor's Degree in Social Work, psychology or related field, and at least three years of providing social services with a caseload. Prefer Minnesota Social Work licensure.

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

Salary: Commensurate with experience. Benefits include health insurance, holidays, Paid Time Off.

This position is open until filled.

To apply, please submit résumé with cover letter by 4 p.m. on Friday, September 13 to:

The Aliveness Project, 730 East 38th Street, Minneapolis, MN 55407

PH: 612-822-7946

FAX: 612-822-9668

Email: executive@aliveness.org

Website: www.aliveness.org