

Action Wellness
POSITION DESCRIPTION

Position Title: HIV Medical Case Manager
Reports To: Coordinator
Department: Direct Services
Program: AACO
Location: Philadelphia, PA and Chester, PA
Status: Full-time, Nonexempt, eligible for benefits

Qualifications:

- Degree in Social Work, Human Services, Sociology, Psychology or Nursing.
 - Minimum Bachelor's Degree, Master's preferred.
- Expertise in case management and client advocacy.
- Ability to work with diverse populations and with critical and emergency situations.
- Understanding of medical and psychosocial issues related to HIV disease and related conditions.
- Fluency in Spanish a plus.
- Some flexibility in work hours, including occasional evenings and weekends.

Basic Function:

- Provide the full range of case management services to HIV positive clients assigned to caseload of approximately 40-45 clients.
- Function as a part of the Direct Services team to ensure high quality services are provided to clients.

Specific Responsibilities:

- Act as medical case manager for individuals and families infected/affected by HIV/AIDS.
- Assess clients' needs; develop, implement and monitor service care plans.
- Link clients to appropriate medical, mental health, addiction and support services.
- Coordinate and monitor services; assist clients with advocating for entitlements.
- Provide on-site case management in clinics or hospitals as needed. Such as, the case manager position located in Chester, PA is also outstationed 2+ days/week at the AIDS Care Group.
- Conduct home visits as necessary.
- Collaborate with other service providers and agencies.
- Provide information, education and referral to clients and members of their support system as required.
- Serve as a resource for the community around AIDS-related issues.
- Participate in Action Wellness' staff and supervisory meetings.
- Complete written documentation of client interactions within two business days.
- Attend a minimum of 2 medical appointments.
- Perform other duties as required.

Performance Standards:

The following performance standards are specific to this position. Meeting or exceeding these standards is an expectation of employment, as is compliance with all other organizational and departmental policies, procedures and expectations.

- Complete all documentation/paperwork concerning client contact and referrals per time frames established in the Direct Service Policy and Procedure Manual.
- Maintain and document at least the minimum contact with each client assigned to caseload as per time frames detailed in the Direct Services Policy and Procedure Manual.
- Maintain a minimum of 450 units of service (15 minute time increment) per month.
- Maintain a strengths-based approach in interactions with clients.
- Proactively advocate for clients, exhausting all available resources.
- Participate in weekly individual supervisory meetings.
- Participate in monthly Group Supervision meetings.
- Attend Direct Service and General Staff Meetings.
- Maintain awareness and knowledge of resources, benefits and entitlements necessary to refer clients for services and to advocate for client needs.
- Adhere to the core values as outlined in Employee Handbook.

Position Available: Immediately

Action Wellness is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

All resumes will be retained for one year. No calls please.

Action Wellness - Human Resources
1216 Arch St., 6th floor
Philadelphia, PA 19107