

JOB ANNOUNCEMENT

POSITION: Medical Case Manager

FILING DEADLINE: Applications with résumés and cover letters are being accepted until the position is filled. Please submit a résumé and cover letter electronically to tol@christiesplace.org or in person. Applications and detailed job descriptions may be obtained at the above address.

DESCRIPTION OF DUTIES: Under supervision, Medical Case Manager will perform a full range of social work duties and case management responsibilities for women, children and families living with HIV disease. Primary responsibilities include conducting psycho-social assessments and formulating care plans, providing case management and coordination of treatment services for people living with HIV and their affected family members. Engage in client care conferences with team members and coordinate implementation of interdisciplinary plans. Through individual, couple, or group interventions, assist infected and affected individuals in adjusting to the physical/psychological difficulties associated with HIV. Other professional activities include community planning including representation of agency on relevant committees and groups, developing and/or coordinating special projects and/or programs for patients, providing consultation and training to program support staff, quality assurance activities, maintaining clinical files, generating monthly program reports and other duties as assigned.

The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described. Rather, they are intended only to describe the general nature of the job.

POSITION REQUIREMENTS: A Bachelor's degree from an accredited school of social work or related field and a combination of education, experience, knowledge and abilities to successfully perform the duties assigned to the position. Minimum of two years experience working in the field of HIV/AIDS, or a medical setting, or related field. Demonstrated experience in communicating effectively and interacting with clients and staff with diverse social, cultural and economic backgrounds. Demonstrated skill in social work assessment of and interventions with individuals and families impacted by co-occurring conditions, chronic disease, loss, and threat of death. Demonstrated ability to deliver care in an ethical, nonjudgmental, culturally competent, and nondiscriminatory manner. Excellent interpersonal skills to interact effectively with ethnically and culturally diverse populations and co-workers, respecting confidentiality and exercising tact, flexibility, and diplomacy. Knowledge of and demonstrated adherence to federal, state and local laws related to health and social welfare including, but not limited to, Medi-Cal, Medicare, Covered CA and ADAP/OA-HIPP. Knowledge of HIV/AIDS and related issues. Demonstrated knowledge of trauma-informed service provision or willingness to learn.

Demonstrated experience integrating theory and practice in the formulation of psychosocial assessment and interdisciplinary treatment plans, the implementing of care plans and the modification of treatment based on outcomes. Demonstrated experience communicating and working effectively with a multidisciplinary team. Demonstrated experience thinking creatively and efficiently, to assess, analyze and solve problems. Ability to respect confidentiality and professional judgment to interpret, clarify, and report information to patients, family members, and staff. Demonstrated experience conceptualizing and writing clear, concise and appropriate psychosocial assessments, care plans, chart notes, and progress reports in social work records. Ability to read medical records, abstract data, analyze materials and offer recommendations to improve program services. Ability to effectively facilitate meetings and assist groups to reach goals and objectives. Ability to facilitate client skills development and respond appropriately in crisis situations.

Excellent communication, public speaking and presentation skills with the ability to educate clients, staff and community. Must be able to work independently and with a team, set priorities, problem solve, organize and complete multiple tasks and projects efficiently. Ability to initiate, develop and maintain effective linkages and partnership with community based agencies. Demonstrated experience using computer software to collect data and to prepare reports as well as programs such as Microsoft Word, PowerPoint, Publisher, Excel and Access. Familiarity with local HIV/AIDS and non-HIV specific resources for health and social service needs of target populations served.

Employee must be comfortable and experienced in discussing sexual orientation, sexual behaviors, needle use, and other risk factors with individuals and small groups; will be familiar with the characteristics of the target population, including knowledge of and access to places where staff is likely to encounter members of the target population in settings conducive to dialogue and intervention; and will maintain the established relationship with the target population in order to maintain our agency's established trust and credibility in the community.

Must be well organized and detail oriented. Strong interpersonal and communication skills, in person and on the telephone, including tact, diplomacy, and flexibility are required. Employee must demonstrate ability to work effectively with others (including co-workers, clients, service providers and others) by sharing ideas in a constructive and positive manner; listening to and objectively considering ideas and suggestions from others; keeping commitments; keeping others informed of work progress, timetables and issues; addressing problems and issues constructively to find mutually acceptable and practical business solutions; and addressing the diversity of our work force in actions, words and deeds.

Employee must demonstrate regular and consistent attendance and punctuality.

Must be willing and able to travel to client homes, community meetings, and occasional out-of-town conferences. As this position requires driving duties, employees must possess a valid Driver's License with access to reliable personal transportation, as well as proof of current vehicle insurance in good standing. Employees must provide a recent DMV H-6 printout to be kept on file and will be included on a regular DMV Pull Notice system for routine review of driving records.

PREFERRED REQUIREMENTS:

A Master's Degree from an accredited school of social work and license eligible. Knowledge of the physical, emotional, social, financial impact of HIV/AIDS on infected and affected individuals, couples and families. Ability to speak and write both English and Spanish fluently. Demonstrated experience with social work interventions specific to the HIV population, and required documentation, in cases of suspected child abuse/neglect, interpersonal violence, elder/dependent adult abuse, chemical dependency and mental health crisis. Working knowledge of medical terminology particularly as it relates to HIV disease. Demonstrated experience in preparing and providing educational HIV presentations to consumers, professionals, and lay audiences. Experience in the provision of drug and alcohol counseling preferred.

HOURS:

Non-exempt, 40 hours per week position.

COMPENSATION:

Competitive, dependent upon experience and education.

BENEFITS:

Health/vision/dental insurance, vacation, personal/sick leave and paid holiday days.

FILING APPLICATIONS:

Applicants must clearly demonstrate that they meet the minimum requirements. Applications must be filled out completely, legibly and may be submitted along with résumés in person, by email, postal mail or fax. Applicants whose résumé and experience best meet the position requirements will be contacted for an interview. All statements will be subject to verification and investigation.

CONTACT PERSON:

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Any provisions contained in this job announcement may be modified or revoked without notice.