



## **Ryan White Case Manager**

**Job Title:** Ryan White Case Manager

**Position Summary:** The Case Manager coordinates the care to individuals living with HIV/AIDS. The CM provides a range of client-centered services to link clients with health care, psychosocial, substance abuse, and other community services. The CM coordinates and follows-up with the client regarding medical treatment to ensure timely delivery of services, coordinated and continuity of care. The CM goal with each client is to obtain viral suppression through a multi-team approach.

Note: The information in this position description indicated the general nature and level of work performed by employees within this classification. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job.

### **Essential Duties and Responsibilities**

1. Arrange supportive services for clients, including assisting with completion of insurance applications, affordable/safe housing locating, food and transportation assistance/referrals.
2. Follow-up with ALL referrals given to ensure that access to services has occurred.
3. Initial assessment of service needs.
4. Development of comprehensive, individualized, client centered service plan.
5. Coordination of services required to implement plan.
6. Client monitoring to assess the efficacy of the plan on a minimum of a monthly basis.
7. Conduct assessments and re-assessments as mandated by funding contracts.
8. Adhere to funding contract's needs.
9. Work collaboratively with medical, mental health, substance abuse and community service providers as well as any other member of the client treatment team.

10. Input accurate and complete documentation of activities through case notes, assessments, and other forms provided by agency.
11. Advocate for appropriate services for clients based on needs and assessments.
12. Foster client independence through education, supportive services, and other methods of empowerment and efficacy building.
13. Conduct visits with clients in various settings, including in the community, client's home and attending client appointments.
14. Develop relationships in the community to gain access to People Living With HIV (PLWH) and high risk negatives;
15. Conduct presentations and trainings to staff, clients, and community members in various settings.
16. Attend professional conferences, summits, meetings and trainings.
17. Participate in ALL agency ran events;
18. Identify and participate in outreach events.
19. Participate in regular agency meetings.
20. ALL DUTIES AS ASSIGNED

### **Qualifications**

1. Ability to work effectively with humans of diverse gender identities, races, ethnicities, ages, sexual orientations, and drug use patterns, in a multicultural environment. This is a critical component to the agency and the work that is done in the community.
2. Willingness to work non-traditional hours (nights and weekends).
3. Must be able to work independently as well as in a team environment.
4. Must demonstrate sound judgment, initiative, and discretionary abilities.
5. HIV/HCV testing and Case Management certification obtained within 6 months of hire.
6. **Must possess reliable transportation, a valid Michigan driver's license and maintain the minimum Michigan vehicle insurance requirements.**

### **Critical Qualities**

1. **Confidentiality**- capable of maintaining the highest degree of confidentiality concerning clients and organizational information.
2. **Person-Centered**- capable of working with individuals to identify needs and priorities and facilitate any positive change as a client defines that for themselves.
3. **Motivated**- capable of taking the initiative and following a project through to completion.
4. **Organized**- capable of prioritizing needs, goals and objectives. Capable of maintaining all required information to achieve goals and priorities.
5. **Problem Solver**- capable of thinking on the spot to resolve problem situations as they arise. Able to assess relevant information, identify a range of options, and make recommendations for resolution of problem situations.
  
6. **Salary** – This position starts at \$35,000 per year.

### **How to Apply:**

Email you resume to [tspringer@wellnessaids.org](mailto:tspringer@wellnessaids.org) (please no phone calls)

**Send Resume to Teresa Springer**

[tspringer@wellnessaids.org](mailto:tspringer@wellnessaids.org)

No Phone Calls Please