## Mission Statement:
Pierce County AIDS Foundation, through education and service, prevents HIV acquisition, assists persons living with HIV/AIDS and associated illnesses, and combats HIV-related stigma and discrimination.

## Summary:
The Medical Case Manager provides services to individuals living with HIV according to the statewide standards for HIV Medical Case Management. The primary populations served by this position are women (both cisgender and transgender) and youth (children and infants as needed). This position serves as a specialist and consultant on the Client Services team regarding issues specific to women, infants, children, and youth. Literacy and fluency in both Spanish and English is required.

**Black-Indigenous-People of Color (BIPOC) are strongly encouraged to apply**
**LGBTQ+ individuals are strongly encouraged to apply**
**Transgender/Gender Nonconforming people are strongly encouraged to apply**
**People who have experienced homelessness are strongly encouraged to apply**
**People living with HIV are strongly encouraged to apply**

## Essential Job Functions:

Provide services to individuals living with HIV and AIDS for PCAF in accordance with the statewide standards for HIV Medical Case Management - 35%

- Develop, implement, monitor, review, and update individual service plans with clients, tailoring the plans to the clients’ identified needs.
- Assist with screening intakes for new clients by serving as redundancy for conducting intake appointments.
- Conduct comprehensive assessments with clients.
- Maintain a comprehensive knowledge of the statewide standards for HIV Medical Case Management, and adhere to the requirements outlined in these standards.
**Serve as a specialist and consultant to the Client Services team regarding issues related to HIV and AIDS and specific to women, infants, children, and youth - 15%**

- Recruit for and co-facilitate a support group for women living with HIV and AIDS.
- Attend community-based programs and trainings that support HIV care, prevention efforts, and expansion of services for women, infants, children, and youth, especially in communities of color.
- Serve as liaison between programs and agencies related to women, infants, children, and youth, especially in communities of color, and the Client Services team, networking to facilitate stronger referral and resource connections for identity communities.

**Serve as a specialist and consultant to the Client Services team regarding issues related to HIV and AIDS and specific to Bilingual clients (Spanish speaking) - 15%**

- Support Bilingual clients by serving as verbal and written interpreter when necessary and appropriate.
- Provide Bilingual clients with comprehensive culturally and linguistically appropriate support services.

**Document and maintain recordkeeping as required by funding sources -15%**

- Maintain accurate records at all times.
- Prepare required statistical reports in a precise and timely manner.

**Cultivate and maintain working knowledge of resources and relationships with supportive providers -10 %**

- Develop positive working relationships with medical, mental health, substance use, and other social service providers.
- Facilitate client referrals for services when necessary and appropriate.
- Develop and maintain a thorough knowledge of eligibility and benefit provisions for public and private financial assistance and health care coverage programs.
- Assist clients to enroll in programs when appropriate.

**Develop and demonstrate knowledge of HIV and AIDS, related conditions, and treatment - 10%**

- Attend required and preferred trainings related to HIV and AIDS, and HIV-related stigma.
- Use knowledge to educate clients and individuals in their support systems.
- Share knowledge with coworkers in an effort to strengthen care services for clients and increase consistent messaging.

**Supporting People Living with HIV and associated illnesses, related conditions, and dismantling stigma and discrimination - 100%**

- All PCAF staff must propro a personal standard of support of people living with HIV and associated illnesses at all times.
- All PCAF staff must propro a personal standard of support of communities highly impacted by HIV and associated illnesses at all times.
- All PCAF staff must maintain a basic understanding of the routes of HIV acquisition, prevention, and treatment of HIV and AIDS, including related stigma and associated discrimination.
- All PCAF must be committed to cultivated an environment free of HIV-related stigma and discrimination.

**Competencies**
- Working knowledge of HIV systems of care and the unique issues regarding HIV among women, infants, children, and youth, especially among BIPOC communities.
- Comprehensive understanding of the unique issues regarding HIV among Latinx communities.
- Prefer candidates with knowledge of and an ability to access community resources and referrals in the South Sound region.
- Prefer candidates with successful management of chronic illness, and knowledge of the grieving and death and dying process.
- Excellent written and verbal communication skills required, along with demonstrated ability to work effectively under stressful conditions.
- Proficiency in Google Workspace, Microsoft Word and Excel, computer word-processing and other databases. Demonstrated ability to access information via the Internet.

**Education and Experience**
- Experience, knowledge, and skills that enable you to perform the tasks of the job proficiently and/or Bachelor’s degree required in psychology, social work, counseling, or closely related field from a fully accredited college or university OR the equivalent of
- Employment history must include a minimum of two years related work in a health or human service position.

**Supervisory Responsibilities**
- None required for this position.
- Potential to serve as task instructor for PCAF interns.
### Additional Eligibility Requirements

- Maintain a basic understanding of the acquisition, prevention, and treatment of HIV, including impact of HIV-related stigma.
- Exceptional ability to work independently and to prioritize workload, manage time effectively, coordinate resources, and monitor work to ensure quality.
- Ability to be flexible and supportive, with demonstrated ability to work collaboratively under stressful conditions as a member of a diverse team.
- Prefer candidates who have experience working with diverse populations, including those experiencing mental health, substance use, and housing concerns. Experience working with individuals living with HIV is preferred.
- Prefer candidates with successful management of chronic illness, and knowledge of the grieving and death and dying process.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference, especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one’s own internal biases and cultural humility.
- Experience using social justice oriented, anti-racist, pro-equity, and collaborative approaches.
- Ability and willingness to articulate and abide by PCAF’s philosophy and policies in providing services to clients, functioning as a member of staff and in representing the agency.
- Apply strengths-based and harm reduction models and reinforce harm reduction messaging when applicable in assigned role.
- Consistently model and display appropriate professional boundaries at all times.
- Contribute as a team member and share in the responsibilities required to serve the mission of the organization. This includes, but is not limited to attending events, participating in fundraising activities, obtaining training, undertaking research, traveling, flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

### Work Environment and Physical Demands

- Candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.
- PCAF is a fragrance-free workplace. All employees are requested to avoid the use of scented products before and during time in office.
- Generally, in an office environment with occasional visits to external environments.
- Physical components include lifting and carrying up to 15 lbs, accessing computers and communication tools for interfacing with others and at meetings.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### Travel Requirements

- Visits to external environments on occasion.
**PCAF Non-Discrimination Policy:** PCAF (Pierce County AIDS Foundation) is a proud equal opportunity and Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status.

**Disclaimer:** This job description is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. PCAF is in alignment with state orders, and all PCAF employees may be required to perform duties outside of their normal responsibilities from time to time, as needed, to meet the ongoing needs of the organization.

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