Mission Statement: PCAF, through education and service, prevents HIV acquisition, assists persons living with and/or impacted by HIV and associated illnesses, and combats HIV-related stigma and discrimination.

Summary: The Medical Case Manager, Harm Reduction Specialist, provides specialized services to individuals living with HIV needing support to address substance use prevention and/or active treatment and/or treatment maintenance in accordance with statewide standards for HIV Medical Case Management and SAMHSA best practices. This position serves as an expert specialist and consultant on the Client Services team regarding issues specific to harm reduction.

Essential Job Functions
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Provide services to individuals living with HIV in accordance with the statewide standards for HIV Medical Case Management and SAMHSA best practices - 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.
- Maintain awareness and case management best practices in line with SAMHSA best practices to support people living with HIV who are addressing substance use.

Serve as a specialist and consultant to the Client Services team regarding issues related to HIV and AIDS and harm reduction - 15%

- Maintain working knowledge of substance use treatment options and co-coordinate the outpatient treatment program administered by Client Services Supervisor. Specialist will attend relevant and pertinent training options as is able.
- Liaise clients seeking substance use treatment with appropriate treatment options.
- Educate clients in the model of harm reduction when necessary and appropriate, and
reinforce harm reduction strategies at PCAF by sharing knowledge, strengthening care services, and providing consistent messaging.

- Actively participate in community-based programs and other activities that support HIV care, prevention efforts, and expansion of services for individuals with substance use issues, especially for Black-Indigenous-People of Color (BIPOC).

**Document and maintain recordkeeping as required by funding sources - 25%**

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

**Cultivate & maintain working knowledge of resources and relationships with community partners - 15%**

- Develop positive working relationships with primary and behavioral healthcare providers, harm reduction community-based organizations, 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, related conditions, and treatment - 10%**

- Attend required and preferred trainings related to HIV, HIV-related stigma, and associated discrimination, i.e., anti-substance user challenges.
- Use knowledge to educate clients and individuals in their support systems.
- Share knowledge with coworkers in effort to strengthen care services for clients and increase consistent messaging.

**Competencies**

- Comprehensive understanding of the unique issues regarding HIV among individuals and communities greatly impacted by substance use.
- 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**

- Lived and/or professional experience, knowledge, and skills to perform the job at an elite level and/or a Bachelor’s degree required in psychology, social work, counseling, or closely related field from a fully accredited college or university
- 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 prevention, acquisition, and treatment of HIV and HIV-related stigma and associated discrimination.
- 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 20 lbs, accessing computers and communication tools for interfacing with others and at meetings.

**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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