



MEDICAL CASE MANAGER, Olympia Office Pierce County AIDS Foundation (PCAF), Tacoma, WA

Mission Statement: *PCAF, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.*

General Description:

The Medical Case Manager will provide medical case management to individuals with HIV/AIDS according to the statewide standards for HIV Case Management. Working from PCAF's satellite office in Olympia, the Medical Case Manager will function as a member of the Client Services department.

Scope of Work:

The Medical Case Manager, under the supervision of the Lead Medical Case Manager, is responsible for the following:

- Complete comprehensive assessments with clients. Assist with screening intakes for new clients.
- Implement, monitor, review, and update individual service plans with clients, tailoring the plans to the clients' identified needs.
- Document client contacts as required by funding sources. Maintain accurate records and prepare statistical reports in an accurate and timely manner.
- Maintain a comprehensive understanding of the statewide standards for HIV Medical Case Management. Adhere to the requirements outlined in these standards.
- Develop and maintain knowledge of HIV/AIDS related conditions and treatment, and use knowledge to educate clients and people in their support systems.
- Develop and maintain positive working relationships with medical providers, mental health and chemical dependency providers, and other social service providers. Facilitate referrals for such 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 appropriate programs.
- Serve as a motivated member of a small team, self-directed in performance and able to work both collaboratively and independently. Our Olympia office functions as a satellite office of PCAF with minimal onsite management.
- Model and maintain appropriate professional boundaries at all times with all clients.
- Educate clients in the concept of harm reduction when necessary and appropriate.
- Other related duties as assigned.

Qualifications:

- Bachelor's degree required in psychology, social work, public health, or closely related field from a fully accredited college or university.
- Employment history must include a minimum of one year related work in a health or human service agency.
- Basic knowledge of how HIV is transmitted, acquired, and treated.

- Knowledge of HIV/AIDS system of care or experience in related field.
- Prefer candidates with successful management of chronic illness and knowledge of the grieving and death and dying process, and experience in mental health, substance abuse, and/or homelessness.
- Demonstrated ability to work effectively under stressful conditions.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Must have reliable car, Washington State driver's license, and appropriate insurance.
- Knowledge of community resources and referrals.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and in representing the agency.
- Ability to be flexible, supportive, and to work cooperatively with staff as a member of a diverse team.
- Excellent written and verbal communication skills required.
- Proficiency in computer word-processing and Excel; demonstrated ability to access information via the Internet.

Salary and Benefits:

This is a full-time, non-exempt position. Compensation for this position is \$19.25 per hr. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term, and long-term disability insurance, an employee assistance program, paid holidays, and a generous Paid Time Off (PTO) plan.

How to Apply:

PCAF is an equal opportunity and proud Affirmative Action Employer. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.

Please submit a cover letter, resume, and completed employment application to Chris Barrans, Director of Client Services, cbarrans@piercecounyaids.org. Include the reasons you are interested in this position, the value you would bring to the role, and your qualifications related to this opening. Employment applications can be found on our website www.piercecounyaids.org

Position is open until filled.

Candidates for employment at PCAF (Pierce County AIDS Foundation) should be aware that this 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.