

JOB DESCRIPTION
Position Title: Case Manager
Reports to: Director of Client Services

POSITION SUMMARY: The Case Manager works collaboratively with HIV Positive clients in identifying the goals, strengths, and needs of the individual, and secures necessary services from a variety of appropriate community resources and funding streams. The case manager seeks to maintain a supportive relationship with the client, completes eligibility screening, conducts required risk assessments, and develops an individual plan of care for each client. The case manager refers clients to services as needed and indicated, coordinates intensively with care givers and other case managers; provides support and counseling as needed to promote medical adherence. Provided active follow-up on referrals from collaborating agencies.

RESPONSIBILITIES: include but are not limited to the following:

- Determine and re-determine eligibility in conjunction with Florida HIV/AIDS Eligibility Procedures Manual and Chapter 64D-4 F.A.C.
- Accurately completes all assigned duties in the time allotted.
- Communicates effectively with individuals in a culturally appropriate manner.
- Records pertinent information accurately, conducts eligibility screening and risk assessments as required.
- Maintains orderly files, document all activities relating to Ryan White Part B Medical and Non- Medical case management as outlined in the Florida HIV/AIDS Case Management Operation Guidelines and Chapter 64D-4 F.A.C. Also, provided HOPWA.
- Secures services as needed or refers to an appropriate agency/provider.
- Builds and maintains trusting relationships with clients and provides support as needed.
- Effectively tracks client's demographic information, labs, medications, service utilization, and required outcome indicators in CAREWARE
- Maintains an up to date client file including all case notes.
- Develops a comprehensive client-driven case plan with identified short-term and long-term goals
- Coordinate services with ADAP, Clear Health Alliance, Positive Healthcare Medicaid and other community providers.

KNOWLEDGE, SKILLS, ABILITIES: including but not limited to the following:

Ability to work independently or with minimal supervision.

Ability to be a self-starter.

Ability to collect, organize data and other types of information necessary to meet funding requirements and statistical reports

Ability to effectively communicate with individuals in a culturally appropriate manner.

Ability to formally conduct eligibility screening and required risk

Assessments, develop and maintain plans of care

Ability to maintain and protect client confidentiality.

Knowledge of available services within the communities of Area 2A

Basic Computer skills, including word processing.

MINIMUM QUALIFICATIONS: Must have a bachelor's degree in human services, Social Work, Human Relations, Psychology, Health Care or related field with previous experience may also be acceptable. Previous interpersonal experience is an asset.

Qualifications and skills must match requirements outlined above.

Salary \$32,000- 34,000

BASIC NWFL, Inc.
Panama City, FL

JOB DESCRIPTION

Position Title: Case Manager
Reports to: Director of Client Services

Location: BASIC NWFL, Inc. is based in Panama City, FL. The position will involve some travel, and candidates will need access to reliable transportation.

Note: only those candidates under consideration will be contacted.

BASIC NWFL, Inc. is an equal opportunity employer. BASIC NWFL, Inc. prohibits discrimination on the basis of actual or perceived HIV status, race, ethnicity, color, religion, sex, sexual orientation, gender identity, age, national origin, physical or mental disability, or veteran status. **We are committed to recruiting, employing, and promoting qualified people living with HIV as well as members of populations most impacted by the epidemic.**