

**NORTHERN KENTUCKY INDEPENDENT DISTRICT HEALTH DEPARTMENT
JOB POSTING**

APRIL 21, 2017

Linkage to Care Case Manager for HIV/AIDS (NAVCM1)

The Population Health Division has 1 full-time position available for a Case Manager to provide medical case management services linking eligible persons living with HIV/AIDS to care. The position will be initially located at our offices on Grandview Drive in Fort Mitchell. Usual work hours are M-F between 8:00 a.m. and 5:00 p.m.

Status: 1 Full-Time (40 hours/wk), non-exempt (hourly) merit system position
Classification: Case Manager (eligible for reclassification to Level II after Introductory Period)
Grade: 29 for Case Manager; (31 for Level II)
Starting Pay: \$18.62 - \$20.40 for Case Manager; (\$20.52 to \$22.50 for Level II)
Reports To: Community Health Promotion Manager

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Essential functions will include, but are not limited to:

Under guidance of a supervisor or mentor (for Case Manager) or under indirect supervision (Case Manager II):

- **Provides case management services for target population(s).** (Maintains assigned case load. Upon identification of individuals not engaged in medical care, takes steps to locate individual, initiate contacts and forge relationships that lead to clients entering medical care. Provides linkage-to-care services to clients, family and significant other(s) infected and affected by HIV disease assuring HIV infected individuals are connected to medical care. Performs comprehensive psycho-biosocial assessment to identify barriers impacting client's ability to maintain medical care. Develops, assesses, updates and evaluates an Individualized Care Plan (ICP) for each client as indicated by client assessment. Acts as a liaison to HIV primary care, medical and other core and support services, and coordinates appointments. Facilitates client's enrollment in appropriate health benefits coverage and medication assistance programs. Provides education and information to clients on risk reduction to prevent transmission of disease. Thoroughly completes at least 10 hours of continuing education courses to inform self of various health conditions & treatment options that affect individuals living with HIV, and uses this information and other skills to assist clients with better understanding of and coping with health issues.)
- **Advocates for clients in target population(s) by assisting them with obtaining essential services.** (Facilitates access to medical care and social services across a continuum of care. Assures continuity of care through ongoing assessment of clients' and key family members' needs and personal support systems. Evaluates client satisfaction with community, linkage-to-care, care coordination and medical services, and serves as an advocate when/if these services are not satisfactory. Identifies and establishes a referral system with area health care and social service providers. Actively links clients with health care, psychosocial needs, and other services, as appropriate. Helps clients understand the importance of self-advocacy by showing clients how to navigate resources, complete forms, and understand responsibilities and expectations so that clients feel empowered and confident to achieve on their own. Teaches clients how to navigate systems to utilize community services. Shares information about community services with other Health Department staff. Maintains list of community resources pertinent to HIV Case Management program. Attends meetings to advocate for client needs and services.)
- **Performs community outreach activities.** (Serves as liaison to local, regional and state-wide organizations for HIV care and services. Collaborates with agencies and service providers to facilitate linkage-to-care and information sharing. Coordinates internal and external committee/team meetings by scheduling meetings/team activities, establishing agendas for meetings, and handling pertinent communications. Champions the health care rights of clients through policy level advocacy while promoting social justice. Reports outcomes of meetings. Prepares and makes educational presentations and/or disseminates educational materials to target groups and individuals. Offers HIV testing and counseling. Performs outreach activities designed to raise awareness of subject matter, advocates for persons living with HIV/AIDS, and increases prevention.)
- **Maintains records.** (Records ICP. Maintains client charts. Maintains client roster. Maintains database(s) of case information. Documents activities using appropriate forms.)
- **Performs administrative duties as assigned.** (Maintains supply inventory for HIV Case Management program(s). Performs quality checks on records. Oversees assigned performance measure(s). Assists with maintaining, running and compiling reports on the program's financial expenditures, the Health Insurance Program, and other data for assigned program(s).)
- **Completes special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
- **Performs other duties.** (Collaborates in and contributes to individual, team, and/or organizational quality improvement and evaluation activities. Participates in internal and external meetings. Serves on internal and external committees. Completes timecard. Completes travel reports. Completes required training. Completes other assigned reports. Attends work as scheduled or uses approved leave.)

Minimum Qualifications:

Bachelors degree in Social Work required with full-time case management experience preferred. Case Manager II requires successful completion of Introductory Period as Case Manager and demonstration of mastery of competencies sufficient to perform the essential functions of the job. The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job may substitute for the degree.

Desired Qualifications:

Same as above plus prior public health experience and/or bilingual English/Spanish.

To Apply:

Apply through CareerBuilder only (www.careerbuilder.com).

For immediate consideration apply by 5:00 p.m. EST on 5/1/2017.

Applications will be accepted as long as the position is posted on CareerBuilder.

Please reference code NAVCM1 on any attachments or correspondence. No phone calls, paper applications, or paper resumes please. Selection will be made by interview(s), and/or review of submitted documentation, which must indicate that applicant meets minimum qualifications. Criminal background check will be required. Failure to meet any of the selection criteria shall disqualify an applicant.

NKIDHD Human Resources – NAVCM1

Apply Through CareerBuilder

web: WWW.NKYHEALTH.ORG

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**PLEASE POST
Until Further Notice**