

NORTHERN KENTUCKY HEALTH DEPARTMENT  
JOB POSTING

FEBRUARY 4, 2019

**CASE MANAGER FOR HIV/AIDS HOUSING [code: HZCM1]**

The Population Health Division is accepting applications for a Case Manager to provide housing case management services for eligible persons living with HIV/AIDS. The position is based at our District office at 8001 Veterans Memorial Drive in Florence. Usual work hours are M-F between 8:00 a.m. and 5:00 p.m. **The position is funded by a grant from the Department of Housing and Urban Development through 12/31/2019. Continued employment is contingent upon annual renewal of grant funding.**

**Status:** Full-Time (40 hours/wk), non-exempt (hourly) merit system position  
**Classification:** Case Manager  
**Band:** 6  
**Pay Rate:** \$17.26 - \$23.89/hour (commensurate with ability to perform)  
**Reports To:** Programs Manager

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**Essential functions will include, but are not limited to:**

- 1. Provides case management services for target population(s).** (Provides Housing Opportunity for People With AIDS (HOPWA) and Ryan White housing services; Assesses new and existing clients to determine client's housing situation and determine level of need; Administers the emergency homelessness prevention program, Short-term Rent, Mortgage, and Utility Assistance (STRMU) ), administers the rental subsidy program, Tenant-based Rental Assistance program (TBRA) and administers rent and deposit assistance, Permanent Housing Placement (PHP) through Housing Opportunities for Persons with AIDS (HOPWA); Develops, assesses, updates and evaluates an Individualized Housing Plan (IHP) for each client as indicated by client assessment; Acts as liaison to client's Medical Case Manager, Strategies to End Homelessness, the City of Cincinnati, landlords, mortgage companies, housing authorities, utility companies and other housing providers, and coordinates appointments and assistance; Provides education and information to clients on housing options, budgeting and other support services.)
- 2. Advocates for clients in target population(s) by assisting them with obtaining essential services.** (Facilitates the provision of quality housing and support services across a continuum of care; Assures continuity of care through ongoing assessment of clients' and key family members' needs and personal support systems; Identifies and establishes a referral system with area housing and social service providers; Actively links clients with housing and other support services, as appropriate; Teaches clients how to navigate housing systems and utilize community housing and support services; Shares information about housing and other community services with other Health Department staff; Maintains list of community resources pertinent to housing assistance and needs; Attends meetings to share program information and advocate for client needs and services.)
- 3. Performs community outreach activities.** (Serves as liaison to local, regional and state-wide housing organizations and support services programs; Coordinates internal and external committee/team meetings by scheduling meetings/team activities, establishing agendas for meetings, and handling pertinent communications; Reports outcomes of meetings; Prepares and makes educational presentations and/or disseminates educational materials to target groups and individuals; Offers HIV testing and counseling.)
- 4. Maintains records.** (Completes HOPWA packet materials necessary for HOPWA or Ryan White housing assistance; Completes, records and updates IHP; Maintains client housing records and data; Maintains annual client roster; Maintains database(s) of case information; Documents activities using appropriate forms; Completes and submits required HOPWA reports.)
- 5. Performs administrative duties as assigned.** (Performs quality checks on records; Assists with maintaining, running and compiling reports on the program's financial expenditures, and other data for assigned program(s); Assists with completing, submitting and maintaining HOPWA Grant.)
- 6. Completes special projects.** (Responds to public health emergencies as assigned; Completes other special projects.)
- 7. 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 annual leave.)

**Minimum Qualifications:**

Valid, Active Driver's License and one of the following:

- Bachelor's degree in Social Work.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Must complete online HOPWA Financial Management Training course within 18 months of appointment and maintain throughout incumbency.

**Desired Qualifications:**

- Prior full-time related case management experience.
- Prior public health experience and/or bilingual English/Spanish.

**To Apply:**

Apply through CareerBuilder only ([www.careerbuilder.com](http://www.careerbuilder.com)).

For immediate consideration apply by 2/12/2019.

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

Please reference code HZCM1 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.

Northern Kentucky Health Department Human Resources – HZCM1  
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