

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

DECEMBER 12, 2022

CASE MANAGER FOR HIV/AIDS HOUSING [code: HZCM]

Do you want to make your community a better place to live by preventing disease, promoting wellness and protecting against health threats? Are you excited about being part of a team focused on making a difference? Do you like new challenges? Does work/life balance appeal to you? If you answered YES, then it may be time for you to find the job you love right here at NKY Health. The Population Health Division is accepting applications for a Case Manager to provide case management services to assist eligible persons living with HIV/AIDS with their housing needs. The position will be based at our District office in Florence, KY. Usual work hours are M-F between 8:00 and 5:00. We could be waiting for YOU!

Status: Full-Time (40 hours/wk), non-exempt (hourly) merit system position
Classification: Case Manager
Band: 7
Starting Pay Rate: \$24.89 - \$29.98/hour (based on your years of directly related paid experience)
Reports To: Programs Supervisor

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Essential functions include, but are not limited to:

1. **Provide case management services for target population(s).** (Administers Housing Opportunities for Persons With AIDS (HOPWA) program and Ryan White housing assistance services. This includes: Permanent Housing Placement (PHP), Short-Term Rent, Mortgage, & Utility assistance (STRMU), Tenant Based Rental Assistance (TBRA), and Emergency Financial Assistance (EFA). Assesses new and existing clients to determine their housing situation, eligibility for assistance, and level of need. -Accurately determines housing program(s) clients will receive assistance from. Monitors duration, ongoing eligibility, and need for termination from housing program(s). Develops, updates, and evaluates an Individualized Housing Plan (IHP) for each client as indicated by client assessment. Maintains an assigned case load. Assists clients in coordinating housing related appointments to outside agencies for assistance. Contacts contracted housing inspector to get habitability standard inspections scheduled.)
2. **Provide education and support to target populations.** (Provides education and support to clients on their available housing options, budgeting, and barriers to establishing and maintaining safe and affordable housing. Teaches clients how to navigate systems to utilize community resources. Assists clients with basic life skills, responsibilities for tenancy/homeownership, understanding fair housing laws, and provides education/support to maintain or improve client's housing conditions. Educates clients on the important connection between permanent housing and stable health.)
3. **Advocate 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' housing needs and personal support systems. Identifies and establishes a referral system with area housing and social service providers. Actively links clients with internal and external housing resources as appropriate. Shares information about community services with other Health Department staff. Assists with maintaining list of community resources pertinent to HOPWA program. Attends internal and external meetings to advocate for client needs and services. Acts as liaison to client's Medical Case Manager, Strategies to End Homelessness, the City of Cincinnati, landlords, mortgage companies, housing authorities, utility companies, contracted inspector, and other housing providers.)

4. **Perform community outreach activities.** (Collaborates with agencies and service providers to facilitate housing services 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 housing 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. Performs outreach activities designed to raise awareness of subject matter, advocate for persons living with HIV/AIDS, and to increase prevention efforts.)
5. **Maintain records.** (Creates and updates client's Individualized Housing Plan (IHP) so that it accurately documents client's housing situation, interventions, and goals. Creates and maintains client charts in accordance to agency and funding source standards. Maintains client roster including waitlists for housing programs, maximum assistance allowed per client, and due dates for TBRA recertifications. Enters housing progress notes into CAREWare database within the established timeframe. Documents activities using appropriate forms. Monitors for changes to household income/size and adjusts financial assistance and documentation accordingly.)
6. **Perform administrative duties as assigned.** (Maintains supply inventory for assigned program(s). Performs quality checks on records using designated audit form. Monitors assigned performance measures and QI projects. Completes expanded interviews and collaborates with agency's Epidemiology unit for disease investigation activities. Enters and updates client level data in CAREWare database to ensure accurate data collection for monthly reports. Serves as or assists with point of entry into case management program. Assists in obtaining medical records from health care providers. Accurately labels, scans, and submits client invoices for review and payments.)
7. **Complete special projects.** (Responds to public health emergencies as assigned. Completes other special projects.)
8. **Perform other duties.** (Attends work as scheduled or uses approved leave. 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 duties.)

Minimum Qualifications:

Must have a valid, active driver's License, reliable transportation 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.

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).

We're sorry but to be fair we have to discard paper applications, faxed applications, and emailed applications without considering them.

For immediate consideration apply by 12/20/2022.

If you'd like to wait, we'll accept your application as long as the position is posted on CareerBuilder.

Please reference code HZCM on any attachments or correspondence. No phone calls please. Selection will be made by interview(s), testing, 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 – HZCM

Please visit our website at www.nkyhealth.org

to view other opportunities to join our family.

EEO/M/F/Vets/Disabled/LGBTQ+