

**NORTHERN KENTUCKY HEALTH DEPARTMENT
JOB POSTING**

AUGUST 25, 2026

MEDICAL CASE MANAGER [code:HIVMCM]

Join Our Mission: Make a Real Difference

Be a driving force in public health! Join NKY Health and contribute to our mission to improve the quality of life in the region. We are dedicated to preventing disease, promoting wellness, and protecting against health threats by inspiring collaboration, igniting partnerships, and improving outcomes.

The Population Health Division is currently seeking a compassionate and dedicated Medical Case Manager.

The Impact of This Role

With an eye towards Continuous Quality Improvement (CQI), this position provides comprehensive, client centered coordination of care to People Living with HIV. This role is essential to ensuring clients access and maintain continuous HIV medical care and all necessary supportive services to improve health outcomes and quality of life. This position is a vital link to overcoming barriers to care and promoting client self-sufficiency.

We are looking for YOU!

Some Quick Facts About the Job

<u>Status:</u>	Full-Time (40 hours/wk), non-exempt (hourly) merit system position
<u>Classification:</u>	Case Manager
<u>Band:</u>	8
<u>Starting Pay Rate:</u>	\$29.02/Hour to \$35.62/Hour
<u>Reports To:</u>	Programs Supervisor
<u>Initial Location:</u>	District Office (currently in Florence, KY)
<u>Usual Schedule:</u>	Monday – Friday, 8:00 a.m. to 5:00 p.m.

What You Will Do

Essential functions of the job include, but are not limited to:

- Conduct client assessments to identify strengths, needs and barriers to well-being.
- Develop and implement individual care and service plans with clients, based on assessments.
- Monitor client's progress towards goals and engagement in medical care.
- Collaborate with community partners to connect clients with appropriate medical and nonmedical based resources.
- Coordinate care by ensuring clients receive timely and appropriate services from various healthcare providers.
- Deliver education and support to individuals within the target populations.
- Maintain accurate and detailed records of client interactions, progress, and outcomes.
- Participate in staff meetings, trainings, and quality improvement activities.

What Qualifications You Need

Minimum Qualifications (these are required):

Pre-Hire Education: One of the following:

- Bachelor's degree in Social Work from an accredited university/college; full-time case management experience preferred.
- The equivalent combination of experience and education sufficient to successfully perform the essential functions of the job.

Certification: Must attain CPR certification within 1 year of appointment date and maintain throughout incumbency.

License: Must be licensed to work as a counselor or social worker in Indiana, Kentucky, or Ohio or have medical case management certification accepted by Kentucky's Ryan White Care Coordination Program within 12 months of appointment and maintain throughout incumbency.

Other: Must possess a valid, active driver's license and reliable transportation.

Knowledge of:

- Human behavior in the social environment and how these processes impact an individual's biopsychosocial wellbeing, risk taking, ability to maintain their autonomy, adherence to care and services, and their overall quality of life.
- Behavior modification theories and the medical and psycho-social needs associated of the target population.
- Resources related to assigned programs.
- Laws, regulations, best practices, and health department policies, procedures, technology, and equipment pertaining to assigned duties.

Skills and Abilities to:

- Discern the most appropriate resource(s) in the community for the individual in the target population and link that individual to the resource(s).
- Offer expert advice in the disposition of client-centered issues.
- Effectively manage a caseload of clients.
- Process referrals and engage clients in services.
- Anticipate and solve problems and challenges.
- Draw sound conclusions.
- Work both independently and as part of a team.
- Maximize and appropriately use resources.
- Provide excellent customer service.
- Perform with a high degree of accuracy and attention to detail.
- Understand and follow written and oral instruction.
- Perform in an organized and efficient manner.
- Accurately convey information in a culturally competent manner to instruct, persuade, or otherwise influence behaviors and attitudes.
- Translate work processes and/or regulations into clear, actionable, and verifiable steps.
- Maintain professional working relationships.
- Prioritize, plan, and organize work activities.
- Maintain an appropriate level of confidentiality.
- Maintain accurate documentation.
- Contribute to a culture of quality.

How and When to Apply

We prefer that you apply for **this** position by **September 15, 2026** but we'll accept your application as long as the position is posted on Indeed or our website.

Please use ONLY one of the following methods to submit your application:

- Through Indeed (www.indeed.com)
- Through NKY Health's website (<https://nkyhealth.org/careers/>)
- By clicking [here](#) if viewing this as an electronic posting

Important Note: We are unable to consider paper, faxed, or emailed applications. To be considered, please use one of the approved online methods above.

- Please reference code HIVMCM on any attachments or correspondence.
- No phone calls please.
- Selection will be made by interview(s) and/or review of submitted documentation.
- Submitted documentation must indicate that you meet the minimum qualifications.
- A criminal background check will be required.

Another Important Note: We invite you to visit our website at www.nkyhealth.org to view other opportunities to join our team. Each position needs a separate application.

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