



## **MEDICAL CASE MANAGER Olympia Office**

### **Mission Statement:**

Pierce County AIDS Foundation, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.

### **Summary:**

The Medical Case Manager provides services to individuals with HIV/AIDS at PCAF (Pierce County AIDS Foundation) according to the statewide standards for HIV Case Management. Working from PCAF's office in Olympia, the Medical Case Manager will function as a member of the Client Services department.

### **Scope of Work:**

Under the supervision of the Client Services Team Lead, the Medical Case Manager is responsible for the following:

- Complete comprehensive assessments with clients. Assist with screening intakes for new clients.
- Implement, monitor, review, and update individual service plans with clients, tailoring the plans to the clients' identified needs.
- Actively participate in community-based programs and other activities that support HIV care, prevention efforts, and expansion of services for people living with HIV in the South Sound region.
- Maintain a comprehensive understanding of the statewide standards for HIV Medical Case Management, and adhere to the requirements outlined in these standards.
- Document client contacts as required by funding sources. Maintain accurate records and prepare statistical reports in a precise and timely manner.
- Develop and demonstrate knowledge of HIV/AIDS related conditions and treatment, and use knowledge to educate clients and people in their support systems.
- Cultivate and maintain positive working relationships with medical, mental health, chemical dependency, and other social service providers. Facilitate referrals for such services when necessary and appropriate.
- Develop and maintain a thorough knowledge of eligibility and benefit provisions for public and private financial assistance and health care coverage programs. Assist clients to enroll in appropriate programs.
- Serve as a motivated member of a small team, self-directed in performance and able to work both collaboratively and independently. Our Olympia office functions as a smaller office of PCAF with minimal onsite management.

- Consistently model and maintain appropriate professional boundaries at all times.
- Educate clients in the model of harm reduction when necessary and appropriate.
- Contribute as a team member and share in the responsibilities required to maintain operations and serve the mission of the organization. This includes, but is not limited to, attending events, participating in fundraising activities, obtaining training, undertaking research, traveling, flexibility in scheduling, covering the commitments of coworkers when they are unable, and other duties as assigned.

### **Qualifications:**

- Bachelor's degree required in psychology, social work, counseling, public health, or closely related field from a fully accredited college or university. Employment history must include a minimum of two years related work in a health or human service position. In substitution of a Bachelor's degree, a candidate may have 5 years related work in a health or human service position and complete a Medical Case Management Certification Training after hire date.
- Solid understanding of how HIV is acquired, transmitted, and treated as well as associated stigma. Experience working with HIV+ individuals is preferred.
- Working knowledge of HIV/AIDS system of care or experience in related field.
- Prefer candidates with knowledge of and an ability to access community resources and referrals in the South Sound region.
- Require candidates who have experience working with diverse populations, with a preference for candidates who have experience in mental health, substance abuse, and /or homelessness issues.
- Prefer candidates with successful management of chronic illness, and knowledge of the grieving and death and dying process.
- Demonstrated ability to contribute to an environment that celebrates diversity and difference especially related to socioeconomic status, sexual orientation, gender identity, race, and ethnicity.
- Experience using social justice-oriented, anti-racist, pro-equity, and collaborative approaches.
- Demonstrated understanding of institutional and structural racism, and other systems of oppression.
- Commitment to equity, diversity, and inclusion, including working on one's own internal biases and cultural humility.
- Willingness and ability to articulate and abide by PCAF's philosophy and policies in providing service to clients and in representing the agency.
- Ability to be flexible, supportive, and to work cooperatively with staff as a member of a diverse team.
- Excellent written and verbal communication skills required, along with demonstrated ability to work effectively under stressful conditions.
- Proficiency in computer word-processing, Excel, and other databases; demonstrated ability to access information via the Internet.
- Physical components include periods of frequent keyboarding, lifting of up to 30 lbs, and intervals of sitting, standing, and moving about the office.
- Must have reliable car, Washington State driver's license, and appropriate insurance.

**Salary and Benefits:**

This is a full-time, non-exempt position. Compensation for this position starts at \$19.25 per hour, depending on experience and education. Extraordinary employer-paid benefits package includes medical, dental, and vision coverage, life, short-term and long-term disability insurance, employee assistance programs, paid holidays, and a generous Paid Time Off (PTO) plan.

**How to Apply:**

Please submit a cover letter and resume to Dory Nies, Client Services Team Lead, Olympia Office, [dnies@piercecountyaids.org](mailto:dnies@piercecountyaids.org). Include in your letter the reasons you are interested in this position, the value you would bring to the role, and your qualifications related to this opening. Position is open until filled.

Dory Nies  
Client Services Team Lead  
PCAF Olympia Office  
2101 4th Ave E #103  
Olympia, WA 98506

**Equal Opportunity Employer:**

PCAF (Pierce County AIDS Foundation) is an Equal Opportunity and proud Affirmative Action Employer. We do not discriminate on the basis of ethnic origin, color, gender, gender identity, gender expression, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. All interested individuals, including people of color, women, persons with disabilities, and persons who are lesbian, gay, bisexual, transgender, or intersex are particularly urged to apply.

Candidates for employment should be aware that PCAF is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to work at PCAF.

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Employee Signature

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Date

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Employee Printed Name

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Date

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Supervisor Signature

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Date

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Supervisor Printed Name

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Date