



MEDICAL CASE MANAGER, Bilingual **PCAF 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 primary populations served by this position are Latinx and Spanish and/or English speaking. This position requires literacy and fluency in Spanish and English, and 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, Bilingual is responsible for the following:

- Complete comprehensive assessments. 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 Latinx and Spanish speaking people and communities 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 sustain positive working relationships with medical, mental health, chemical dependency, and other social service providers. Facilitate referrals for such services when necessary and appropriate, and provide follow-ups to ensure client access.
- 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 a closely related field from a fully accredited college or university **OR** the equivalent of experience, knowledge, and skills that enables you to perform the tasks of the job proficiently.
- Employment history must include a minimum of two years related work in a health or human service position.
- Solid understanding of how HIV is acquired, transmitted, and treated as well as associated stigma.
- Candidates must possess a solid understanding of the unique issues regarding HIV among Latinx communities.
- Working knowledge of HIV/AIDS system of care or experience in related field. Experience working with HIV+ individuals is preferred.
- 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 supporting individuals with 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 access to reliable transportation.

Salary and Benefits: This is a full-time, non-exempt position. Compensation for this position is \$19.25 per hour. 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 email a cover letter and resume to Dory Nies, Olympia Client Services Team Lead, dnies@pcaf-wa.org, by Friday, June 5, 2020. Include 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
they/them and/or she/her/hers
PCAF Client Services Team Lead, Olympia
dnies@pcaf-wa.org
www.pcaf-wa.org

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.

Employee Signature

Date

Employee Printed Name

Date

Supervisor Signature

Date

Supervisor Printed Name

Date