



## **MEDICAL CASE MANAGER, Mental Health PCAF, Tacoma & Olympia Offices**

***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, Mental Health provides case management to individuals with HIV/AIDS at PCAF (Pierce County AIDS Foundation) according to the statewide standards for HIV Case Management. The primary population served by this position is those who are dually and triply diagnosed with mental health and/or chemical dependency issues. The Medical Case Manager, Mental Health serves as a specialist and is available for consultation to the Client Services team specific to mental health issues facing its clients. Travel between both PCAF's Tacoma and Olympia offices is a required expectation of this position.

**Scope of Work:** Under the supervision of the Client Services Team Lead, the Medical Case Manager, Mental Health is responsible for the following:

- Conduct comprehensive assessments. Assist with screening intakes for new clients.
- Implement, monitor, review, and update service plans with clients, tailoring the plans to the clients' identified needs.
- 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.
- Coordinate the mental health program for both our Tacoma and Olympia offices which includes processing referrals, performing mental health assessments, and referring to mental health providers. Participate in the recruitment and retention of mental health providers.
- Participate in case reviews and consultation with colleagues to address the needs of people living with HIV and mental illness.
- Establish relationships with mental health and chemical dependency providers and crisis intervention teams in Pierce and Thurston Counties. Work collaboratively with others in the system to identify service gaps, and develop and expand resources to fill those gaps.
- Maintain working knowledge of diagnostic criteria presented in the DSM. Demonstrate the ability to differentiate between overlapping diagnoses of mental illness, acute and chronic chemical dependency related behaviors, and AIDS related mental status changes.

- Cultivate and maintain positive working relationships with medical providers, mental health and chemical dependency providers, and other social service providers. Facilitate referrals for such services when necessary and appropriate.
- 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 an accurate 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.
- Consistently model and maintain appropriate professional boundaries at all times with all clients.
- Educate clients in the concept 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.
- Demonstrated competency in providing mental health assessments and referrals. Must possess a solid understanding of diagnostic criteria of mental illness and significant issues facing individuals with mental health problems.
- Solid understanding of how HIV is acquired, transmitted, and treated as well as associated stigma.
- 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 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 the 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 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 Megan Nolan, PCAF Client Services Team Lead, [mnolan@pcaf-wa.org](mailto:mnolan@pcaf-wa.org) by 5:00 pm, Friday, June 5, 2020. Include the reasons you're interested in the position, the value you would bring to this role, and your qualifications related to this opening.

Megan Nolan  
 per/pers  
 PCAF Client Services Team Lead, Tacoma  
[mnolan@pcaf-wa.org](mailto:mnolan@pcaf-wa.org)  
[www.pcaf-wa.org](http://www.pcaf-wa.org)

**Equal Opportunity Employer:** *PCAF (Pierce County AIDS Foundation) is a proud Equal Opportunity and 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 \_\_\_\_\_ Date \_\_\_\_\_

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Employee Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Printed Name \_\_\_\_\_ Date \_\_\_\_\_