

**ALTAMED HEALTH SERVICES CORPORATION
CASE MANAGER III - HIV
JOB DESCRIPTION**

Employee Name:	Department/Program: HIV Services
System Job Title: Case Manager III – HIV Functional Title: Same	Location:
Job Code: 14	Reports to (Title): Mental Health Supervisor
FLSA Status Exempt or Non-Exempt: Exempt	License Requirement and Agency:

Job Summary:

Under the general supervision of the Mental Health Supervisor, the Case Manager III will be responsible for functions related to the HBCM/MCWP program. This position will work as part of the interdisciplinary team in a primary medical care facility for persons living with HIV and AIDS. The scope of duties include but are not limited to conduct in-home psychosocial assessments and re-assessments of the patients enrolled in the HBCM/MCWP program, provide social and community referrals to assist patient with accessing psychosocial services. Provide emotional/mental health crisis interventions, participate in case presentation with RN involved in care of patient. Conduct emergency referrals, document promptly and assist clients with advocacy and education about HIV and AIDS.

Skills and Abilities:

1. Demonstrated ability to conduct psycho-social assessments and a plan of care for case load.
2. Excellent oral and written communication skills.
3. Computer Literacy: Microsoft Word, Microsoft Excel, and Microsoft PowerPoint.
4. Excellent time management and prioritization skills.
5. Demonstrate ability to work with minimal supervision while out in the field.
6. Knowledge of community resources.
7. Ability to mentor and coach Case Managers I & II.

Physical Requirements:

1. Able to sit, stand, lift (up to 15 #'s), bend, walk, as required for carrying out duties of positions.
2. Requires travel to sites/program, client homes and special functions.

Environmental Conditions Critical to Performance:

1. Will perform work in a medical clinic environment and client's homes. exposed to blood borne pathogens, respiratory hazards and other potentially hazardous airborne and/or contagious disease. Low risk contamination when adhering to Universal precautions.

Education and Experience:

1. Masters Degree in Counseling Psychology or Social Work required; licensed-eligible (clinical supervision provided).
2. If licensed, must maintain current licensure through California Board of Discipline.
3. A minimum of one year of experience working with HIV populations required.
4. Experience and sensitivity in working with diverse organizations and constituencies, including the HIV/AIDS, Latino, Gay, Lesbian and Transgender communities.
5. Current CPR/FIRST AID Certifications required.
6. Bilingual: English/Spanish/Mandarin/Cantonese depending on location preferred.

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Essential Job Functions of Job Description

1. Conducts initial comprehensive psychosocial assessments of new patients and periodic reassessment as indicated by contract protocols and any changes in client's medical, mental and/or emotional status.
2. Works closely with the RNCM and others from the comprehensive medical team to develop and implement comprehensive quality care plans.
3. Provides appropriate referrals; acts as a liaison and advocate for client with other agencies, facilitation access to public assistance programs and other AIDS organizations, medical needs, mental health services, housing, and any other care plans.
4. Provide crisis interventions and/or other interventions within the scope of practice. Assesses clients for indicators of any acute and/or ongoing psychological distress and/or substance abuse.
5. Attend and participate in program meetings, including weekly multidisciplinary team meetings. Consultation and ongoing communication with the other members of the multi-disciplinary team about the client and result of evaluation and interventions.
6. Provide counseling/education to client and his/her family.
7. Prepare, organize and maintain client's chart.
8. Keep track of changes on state forms and consents.
9. Maintains and completes accurate and timely documentation.
10. Maintains a case load of 40 patients.
11. Keeps abreast of latest medical information regarding HIV and AIDS.
12. Attend weekly clinical supervision (group and individual) in accordance with regulatory board requirements.
13. Provide coaching and mentoring to Case Managers I & II as needed.
14. Perform other related duties as assigned.

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EMPLOYEE ACKNOWLEDGMENT

My signature below acknowledges that my job description was reviewed with me and I understand my duties. Should I have any questions or need further clarification, I agree to contact my supervisor for guidance.

JOB TITLE: CASE MANAGER III - HIV

EMPLOYEE ID _____

SALARY GRADE 14

SUPERVISES OTHERS? NO

Employee's Name (PRINT)

Employee's Signature

Date

Supervisor's Name (PRINT)

Supervisor's Signature

Date