



LIFE CONTINUES. LIVE HEALTHY.

TITLE: Medical Case Manager
REPORTS TO: Lead Case Manager
DETAILS: Full-Time Position (40 hours per week)
LOCATION: Jackson Office

POSTING: UNIFIED – HIV Health and Beyond, a multi-service organization for persons with HIV, seeks individuals to help persons impacted by HIV. Email, fax or mail cover letter and resumes to Aneshia Solomon, Director of Care Services.

Email: asolomon@miunified.org **Fax:** 734-340-3146

ESSENTIAL FUNCTIONS:

- Meet with each assigned client to determine client needs based on individual’s situation.
- Work with client to determine what needs to be done to help client enter/remain in HIV primary care.
- Help client decide which of the tasks that need to be completed by the client, and which by the case manager.
- Refer client to providers who can help client to achieve his/her goals.
- Maintain contact with providers to ensure client has completed referral process.
- Contact service providers when client has difficulty in accessing services from that provider.
- Follow-up with client to make sure that service has been provided.
- Coordinate care of assigned clients with that of other service providers who provide care to the client, such as substance abuse treatment centers and mental health professionals.
- Communicate with each client on a regular basis to determine which needs have been met and to identify any new needs.
- Meet with each client every six months to review client’s situation.
- Revise service plan with client to reflect any changes in client situation.
- Determine with client the client’s level of self-sufficiency and stability in HIV primary care.
- Discharge client from case management if client is self-sufficient and stable in HIV primary care using agency processes.
- Provide advocacy for clients as needed.
- Conduct outreach and case finding activities as needed to keep clients connected to care.
- Collect and submit data reports at designated intervals for program monitoring and evaluation.
- Input and maintain client level data in designated data system.
- Participate in weekly multi-disciplinary case conference meetings.

QUALIFICATIONS:

- Bachelor’s degree in human services field or commensurate experience with HIV positive individuals.
- Must be able to function independently, be self-motivated, be able to work well with individuals from a variety of socioeconomic groups, and highly organized.
- Knowledge of community resources helpful.
- Must have a valid driver’s license and reliable transportation for commuting to the Ypsilanti office and essential job functions.
- Basic computer literacy required, particularly in Microsoft Word and Excel.