



Job Description ~ Position Available:
AIDS Alabama South
Medical Case Manager

Reports to	Director of Programs.
Benefits Include	Zero cost for single/individual BCBS medical, life, AD&D, STD, and LTD; Cafeteria Plan (FSA & DCA); optional dental and vision; retirement with 50% match; generous paid time off and extended leave; 15 recognized holidays; and more.
Salary Range	\$44,208 (limited experience) - \$52,200 (substantial experience), annually.
Minimum Requirements	LBSW; One-year work experience in case management; Strong computer, organizational, and case management skills; Current/valid Alabama driver's license, acceptable auto insurance limits, good driving record, and proof of COVID-19 vaccination(s); Must successfully complete and pass pre-employment process.
Preferred Qualifications	Master's degree in social work from an accredited college or university; Current social work licensure; Prior non-profit experience; Two or more years working with persons experiencing homelessness; Working knowledge of CareWare and Ryan White Part B funding; Bilingual; Proven application of Trauma Informed Care, Motivational Interviewing, and/or Harm Reduction.
Overall Mission	The Medical Case Manager will work closely with the clinic to identify underinsured patients and connect them with the appropriate insurance program, as well as provide medical case management.

Areas of Responsibility

1. Ensure consumer eligibility prior to the provision of any services.
2. Work with clients to complete Alabama Drug Assistance Program (ADAP)-provided BCBS health insurance application process.
3. Provide Case Management Services to clients with HIV/AIDS who seek services through AIDS Alabama South.
4. Collaborate with Shell Health for appropriate clinical services.
5. Provide services including housing assessment and referral, ancillary service referral, intake assessment and case planning, linkage, service arrangement, monitoring and support. Services to be provided in the office. Case Management can include home visits and inspections as needed.
6. Follow-up with all referrals to ensure access to services has occurred.
7. Complete six (6) month reassessments of consumers on time as required.
8. Input accurate and complete documentation of activities through case notes, assessments, labs, encounters, and other forms provided by agency.
9. Facilitate applications for Ryan White Emergency Financial Assistance, Housing Opportunities for Persons with AIDS (HOPWA) rental/mortgage assistance and on-going services and provide supportive case management services that are long-range in nature as well as focused on resolving immediate crisis needs.
10. Provide linkage and referral services for up to thirteen months for those newly diagnosed with HIV, to improve retention in care, and access to supportive services.
11. Attend UWCA (Birmingham) Ryan White case staffing annually.
12. Complete all certifications and trainings for Social Work Licensure, HOPWA, Post Test Education, HIV Testing, Drug Testing, Targeted Case Management and Ryan White Case Management. Some of these trainings are in Birmingham; some travel required.
13. Participate as part of the Program Treatment Team in staffing cases and solving program problems.
14. Attend housing, Ryan White, and social work conferences/trainings to continue educational growth and professional development.
15. Complete and submit billing within 24 to 48 hours after client encounter and/or other reports on time.
16. Maintain excellent and consistent case management documentation.
17. Complete and submit reports on time as directed by Director of Programs.
18. Adhere to good data quality practices and assist in the recording and reporting of any outcome measurements for related grant and agency reports.

- 19. Conduct HIV post-test education, as necessary.
- 20. Be on-call at main office for walk-in consumers as scheduled.
- 21. Other duties as assigned.

Work Environment

- 1. Schedule: Work hours are full time, and may occasionally include nights, weekends, and travel.
- 2. Physical: May lift up to 50 lb. occasionally; long periods of standing, stooping, bending, and sitting. Employee must be able to climb stairs, able to read documents and respond to written communication, and able to hear and understand the English language.
- 3. Cultural: Must be comfortable working with individuals and/or family members living with HIV (or other STIs), as well as those with impaired cognitive behaviors, individuals experiencing homelessness, LGBTQ individuals, and members of various racial/ethnic communities.

Overall Expectations

The employee will be expected to represent the agency in person and through all other methods of communication in a way that reflects the agency’s mission. Staff are expected to adhere to all AIDS Alabama Policies, Procedures, and Guidelines (including, but not limited to, Human Resources, Finance, Operational, and Housing) as presented and as adapted. The employee will establish a strong, solid line of communication with all levels of staff and external business partners. All employees are expected to perform and communicate openly, effectively, and professionally with staff members, consumers, community members, and external business partners. Candidates must be willing and able to complete all training in obligatory timeframes. Staff participation in agency activities, testing events, and fundraisers is expected as necessary and requested. Be aware that any breach of confidentiality is grounds for dismissal. This job description can be modified to reflect additional tasks.

AIDS Alabama expects staff to create a safe space where all people are valued, respected, and treated with dignity; sexuality is accepted as a healthy part of being human. In such a space, all people would be celebrated for who they are and provided with the economic, educational, and social opportunities to reach their full potential.

AIDS Alabama is an equal opportunity employer.

Employee’s signature

Date

Human Resources signature

Date