

## **JOB DESCRIPTION**

**POSITION TITLE:** Case Manager-Mat-Su Valley

**REPORTS TO:** Case Management Supervisor

**STATUS:** Non-Exempt

**Salary:** Starting salary : \$24.66/hr with benefits package

### **JOB SUMMARY**

Case Managers are sources of support and guidance to people living with HIV/AIDS. Case Managers work with clients to identify needs and develop a Individual Service Plans to meet clients' goals. This position is located in our Mat-Su Valley office in Wasilla and provides services to clients living outside of Anchorage. Some travel is required.

### **QUALIFICATIONS**

**Education and Experience:** Bachelor's degree in social work, human services, psychology or education or commensurate experience. Prefer a minimum of three years' experience working with people who experience HIV/AIDS, terminal illnesses, behavioral health or substance abuse treatment.

**Communication Skills:** Communicate effectively in oral and written form with clients, family members, agency staff, other service agencies, and the general public; as well, strong active listening and motivational interviewing skills.

### **Equipment:**

- Ability to operate proficiently a personal computer, cell phone, fax machine, printer, scanner and copier.
- Access to reliable transportation.
- Cell phone required (phone provided by Four A's)

### **Physical Requirements:**

- Frequent communication - verbal and written.
- Frequent sitting and/or standing.
- Repetitive movement of hands and fingers - typing and/or writing.
- Visually or otherwise identify, observe and assess.
- Occasional stooping, kneeling or crouching.
- Reach with hands and arms.
- Use math/calculations

**Certifications and Clearances:** Valid driver's license; proof of auto insurance (if using private vehicle). Federal and State background check and TB test.

**Knowledge:** Experience with and/or knowledge of disabilities and/or terminal illnesses, specific knowledge of HIV/AIDS and how it affects the various aspects of an individual's life. Possess strong knowledge of the principles of chronic disease management and a thorough understanding of community resources.

**Access to PHI:** Will have access to Protected Health Information as outlined in Four A's HIPAA & Security Policies & Procedures.

## **JOB FUNCTIONS:**

### **Essential:**

- Provide services in accordance to the Four A's mission statement.
- Responsible for adhering to all policy and procedures as outlined in the Employee Handbook and other departmental procedure manuals.
- Complete documentation and Individual Service Plan according to client goals/objectives.
- Conduct annual reviews on every client in a timely manner.
- Manage the practical application of ethics in case work.
- Support clients in obtaining/sustaining permanent housing.
- Maintain contact with clients on a basis that is appropriate to their particular status and needs.
- Perform check-in and check-out inspections with residents in agency properties as assigned.
- Maintain outreach to agencies and organizations pertinent to potential residents and/or supportive services.
- Attend case management and Clinical Supervision meetings and other specified meetings/trainings as required.
- Collaborate effectively with clients' medical and other health providers through case conferencing.
- Maintain accurate client documentation and other pertinent paperwork/reports.
- Assist clients to achieve goals as outlined in their Individual Service Plan.
- Provide clients training in the areas of personal hygiene, accessing community resources, medical adherence, household management, or other needs as outlined in the clients' Individual Service Plan.
- Provide medical transportation to clients as needed.
- Exercise patience, understanding, and concern for each client's health, safety, development, and enjoyment of life. Understand individual differences regarding cognitive functioning and adapt accordingly.
- Accurately complete job assignments, agency forms, and written documents within assigned deadlines.
- Ability to communicate effectively in oral and written forms with consumers, families, significant others, coworkers, supervisors, other service agencies, and the community.
- Collect Periodic medical data and enter all data into Care Ware.
- Participate weekly to assist with client lunches as an opportunity to interact and build relationships with clients.
- Provide client assistance with the Food Bank.
- Travel to visit clients in remote communities on a quarterly basis

### **Non-Essential Job Functions**

This Job Description does not list all of your job duties. Occasionally your supervisor might request that you perform other reasonable duties. Review of your performance is based on your performance of the duties listed in this Job Description and these other duties. The Four A's reserves the right to revise this Job Description at any time. This Job Description is not a

contract for employment. Therefore, either you or the Four A's may terminate the employment relationship at any time, for any reason, with or without notice, with or without cause.

Four A's is an Equal Opportunity Employer and makes every effort to ensure that in every phase of its recruitment and selection processes equal employment opportunity is provided to all individuals regardless of race, color, genetics, sex, gender identity or expression, sexual orientation, age, religion, marital status, change in marital status, pregnancy, parenthood, disability, national origin or citizenship, or veteran's status. **People with lived experience of drug use, incarceration, homelessness, and/or sex work; people of color, women, and members of the LGBTQIA+ communities; and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.**

Interested candidates can apply by sending a resume, cover letter, and completed Four A's Employment Application (found at <https://www.alaskan aids.org/uploads/documents/Employment-Application.pdf>.) to [applicants@alaskan aids.org](mailto:applicants@alaskan aids.org).