



**BOULDER COUNTY
AIDS PROJECT**

JOB DESCRIPTION

Title: Medical Case Manager
Reports To: Care Services Director
Status: Full-time - Exempt

The mission of Boulder County AIDS Project is to provide support, advocacy, and education to those in our community who are infected or affected by HIV and AIDS, and to serve as an outreach and information center to prevent the further transmission of HIV. It is the responsibility of all BCAP employees to support BCAP's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all share the responsibility of improving the organization, communicating openly, empowering each other to excel at our work and dedicating ourselves to inclusivity.

Position Summary BCAP's Medical Case Manager is responsible for ensuring efficient delivery of medical case management services to clients who are HIV-infected. This is accomplished through activities of assessment, planning, service procurement, delivery, coordination, referral and monitoring. The Medical Case Manager is responsible for ensuring all services are offered in an inclusive, respectful and professional manner. The Medical Case Manager reports directly to the Care Services Director and is required to attend staff meetings, case management team meetings, clinical consultations, and client service finance committee meetings. It is critical that medical case managers keep all client data current for reporting purposes. Because this position manages highly confidential information, the Medical Case Manager must demonstrate the highest degree of professionalism and an understanding of all legal reporting requirements. In 2012, all medical case managers will be required to complete a training program to ensure proficiency in specific areas identified by CDPHE as pertinent to the successful completion of this role. The Medical Case Manager is a member of the Case Management Team and works directly with BCAP volunteers. This position is full time (40 hours per week) with occasional night or weekend hours and is located in Boulder.

This job description should not be construed to imply that the requirements listed are the exclusive standards of the position. The Care Services Director reserves the right to assign or delegate other tasks as necessary.

Duties and Responsibilities

- Provide case management services to HIV-infected clients including intake, assessment, and service delivery with focus on timely entry into medical care
- Assess client stability and provide referrals to increase level of stability and self sufficiency
- Ensure case management services are offered in an inclusive, respectful and professional manner
- Coordinate client care with medical, mental health, substance abuse and other providers
- Provide support and education for treatment adherence, harm reduction, and HIV prevention for positives
- Cultivate strengths-based, client-centered relationships
- Participate as member of financial assistance review committee, case management team and point person rotation
- Ensure client awareness of all BCAP programs (food bank, transportation, housing, financial assistance) and available community services; advocate for accessibility for all services

- Understand and provide linkages to agency, community and government services including state health insurance continuation programs, medication assistance programs, benefits/health coverage programs such as AND, SSI, SSDI, Medicaid, Medicare, housing programs, etc.
- Complete timely documentation in case management database system
- Return client phone calls, follow through on client requests, and monitor client referrals to address obstacles that may arise
- Follow standards of care established for HIV/AIDS case management services by CDPHE

Desired Qualities

The successful person in this position should demonstrate the following qualities:

- Commitment to agency's mission
- Commitment to high quality customer service
- Able to manage highly confidential information
- Excellent people skills; able to work well as a member of a team
- Excellent verbal and written communication skills; speaks clearly and effectively in positive or negative situations
- Upholds organizational commitment to diversity and inclusivity
- Able to tolerate numerous interruptions throughout the day
- Able to remain flexible within changing environment
- Strong organizational and time management skills
- Demonstrates sensitivity to HIV/AIDS, mental health, substance abuse and poverty issues

Qualifications

The requirements included here represent the knowledge, skill and abilities necessary to perform this job successfully:

- BSW, MSW, or LCSW in social work; or BA, MA in human services or related field
- Experience in health care, psychology, social services, and/or HIV/AIDS highly desired
- Experience providing case management to populations with issues including poverty, homelessness, mental illness, substance abuse, and/or chronic health preferred
- Familiarity with Microsoft Word, Excel, Outlook, Access databases
- Access to reliable transportation required
- Able to sit for extended periods of time; able to lift 50 pounds
- Ability to tolerate numerous interruptions throughout the day
- Bilingual Spanish language skills and/or ASL an asset

Interested candidates should send a cover letter and resume to:

**Boulder County AIDS Project
2118 14th Street
Boulder, CO 80302
Attn: Celeste LeBlanc, Care Services Director**

Or email to CSD@bcap.org

Position is open until filled. Boulder County AIDS Project is an equal opportunity employer and seeks a diverse applicant pool.

For more information about the work of the Boulder County AIDS Project go to www.bcap.org