

**SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT**

Form 383

**Title:** Clinical Case Manager  
**FLSA:** Non Exempt (40 hrs/wk)  
**Pay Range:** *Commensurate to Experience; plus fringe benefits*

**Division:** APAIT Health Center  
**Supervisor:** Program Manager  
**Posted:** 2/6/ 2012

▪ Summary

**APAIT Health Center** is looking for a strong team-player to provide Clinical Case Management services to HIV positive and AIDS diagnosed under-served populations. The ideal candidate will have clear professional guidelines about how to successfully work with this client population. The candidate will also be knowledgeable about interventions for both individual and group level counseling as well as HIV pathogenesis and immunology, early intervention with anti-retrovirals, adherence and compliance to prescribed medication protocol, side effects management, drug and treatment access, clinical trials and various forms of self care maintenance including (but, not limited to) acupuncture and acupressure, massage, herbs and holistic methods. Basic harm reduction counseling will also be provided regarding protection against re-infection and continuing safe sex practices. The Clinical Case Manager is responsible for providing direct services to APAIT's core clinical programs including case management, mental health support, substance use, and treatment adherence services to HIV-infected populations and their families.

▪ Essential Functions

1. Conduct comprehensive intake and assessment plans
2. Collaborate with multi-disciplinary team, including (but, not limited to) medical, behavioral health, and other medical services
3. Actively participate in case conference/clinical supervision sessions with multi-disciplinary team
4. Maintain documentation of all client contacts and assist in preparing timely reports subject to review and evaluation of internal and external stakeholders
5. Assist staff that provides facilitation of emotional support and other group level interventions specific to monolingual and limited English speaking (LEP) clientele
6. Other activities as required to conduct program and agency objectives
7. Other duties can be assigned by Program Manager

▪ Minimum Qualifications - Knowledge, Skills and Abilities Required

1. Bachelor of Science Degree in Social Work, Psychology or Public Health related fields or 4 years of HIV/AIDS work
2. Valid California driver's license and automobile insurance.
3. Verification of employment eligibility and background check
4. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician 6 months prior to employment
5. Ability to coordinate multiple projects & tasks simultaneously in a high-pressure environment
6. Ability to master a wide range of information, taking initiative and adapt in a team environment
7. Ability to communicate effectively both verbally and in writing
8. Ability to work with diverse communities (e.g. multi-gender, ethnic, generation, lingual, Lesbian, gay, bisexual, transgender, substance use)
9. Basic knowledge of HIV/AIDS and related co-morbidity issues
10. Good problem solving and conflict resolution skills
11. Great attitude and people skills a must
12. Experience and knowledge of PC hardware and software (Windows, Power Point, Word and Excel a must)
13. Ability to competently conduct trainings and workshops

▪ Non-Essential Qualifications - Knowledge, Skills and Abilities

1. Relevant community health outreach case management training
2. Bilingual proficiency in Spanish preferred
3. Experience and knowledge of MS Office and Outlook Software
4. Knowledge of immigrant and other under-served communities
5. Knowledge of multi-disciplinary interventions
6. Excellent writing skills
7. Four (4) year college degree with emphasis on Public Health related courses

▪ Supervisory Responsibilities

The incumbent in the position does not have formal supervisory responsibilities

▪ Environmental Conditions (Working Conditions)

1. Ergonomically safe office environment with desktop computer, desk, chair, natural light from windows
2. Occasional outreach at community festivals, conferences, nightclubs, and other outreach venues that target population frequents. Must be comfortable with environmental conditions at the outreach locations, such as noise level, aggressive patrons and substance use

▪ Physical Requirements

1. In the course of performing this job, the incumbent typically spends time sitting, standing, walking, frequent driving, carrying (max.20lbs), lifting (max. 20lbs), listening, and speaking.

▪ Mental Requirements

1. The incumbent in this position must be able to accommodate to any/all of the following: constant
2. Distractions, interruptions; uncontrollable changes in priorities/work schedules; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others

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**Contact Information**

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