

SPECIAL SERVICE FOR GROUPS  
JOB ANNOUNCEMENT

**Title:** Case Manager  
**FLSA:** Non-Exempt (40 hours per week)  
**Pay Rate:** \$14.00-18.00/per hour DOE

**Division:** APAIT  
**Supervisor:** Division Director  
**Date:** 8/1/2017

**Summary**

Under the administrative direction of the Division Director and clinically supervised by a licensed mental health provider as needed, the Case Manager (CM) is responsible for the day-to-day implementation of comprehensive case management services including but not limited to linkage to care, treatment adherence, service coordination, benefits advocacy, and HIV risk reduction prevention services serving individuals living with or at risk for HIV/AIDS in Orange County. The CM will provide culturally appropriate / competent support programs for HIV infected and affected clients and will be involved with all components of APAIT OC program. Experience building and/or organizing diverse ethnic and cultural communities is a must, including, but not limited to the following target populations: people of color, gay/lesbian/ bisexual/transgender queer community, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. This position is full-time 40 hours/week and requires flexible hours including evenings, weekends, and some holidays.

**Essential Functions**

1. Conduct client intake and assessments.
2. Provide clinical case management services including but not limited to linkage to care, treatment adherence, service coordination, benefits advocacy, and non-clinical case management services and external referrals.
3. Implement evidence-based individual level HIV prevention program to individuals living with or at risk HIV/AIDS.
4. Implement programmatic scope of work at a minimum of 85% completion rate.
5. Maintain and develop care team program training, protocols and policies under supervision of clinical supervisor.
6. Promote the availability of psychosocial services to prospective clients.
7. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.
8. Maintain accurate written records and log activities.
9. Attend regular staff meetings and provide updates on programmatic activities.
10. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.
11. Regular attendance.

**Minimum Qualifications - Knowledge, Skills and Abilities Required**

1. Bachelor's Degree in the field of psychology, social services, health sciences, public health or related field.
2. Bilingual in Spanish and/or an Asian (Vietnamese) language.
3. Basic knowledge of HIV/AIDS, and related issues.
4. Valid California driver's license, plus proof of car insurance.
5. Reliable transportation.
6. Ability to coordinate multiple tasks/projects simultaneously in a high pressure environment.
7. Ability to work with diverse communities (e.g., multi-gender, ethnic, generation, lingual, lesbian, gay, bisexual, transgender, substance use).
8. Great attitude and people skills a must.
9. Strong written and oral skills necessary for program narrative reporting and presentations.
10. Verification of employment eligibility.
11. Passing of background check.
12. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

**Non-Essential Qualifications - Knowledge, Skills and Abilities**

1. California state HIV testing and counseling (BASIC I) certification.
2. Strong leadership skills.

**Supervisor Responsibilities**

1. This 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.

**Physical Requirements**

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

**Mental Requirements**

1. This position requires someone that can accommodate to any/all of the following: constant distractions, interruptions; uncontrollable changes in priorities/work schedules; availability for on call/duty after regular working hours; and exposure to inappropriate behavior and language of others.

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**Application Process:** Please submit cover letter and resume by e-mail to: Jury Candelario at [jcandelario@apaitonline.org](mailto:jcandelario@apaitonline.org). No phone calls please.