Title: Case Manager II  
Division: APAIT  
FLSA: Non-Exempt  
Salary: $18-$21 per hour; DOE  
Supervisor: Senior Manager of Strategic Partnerships  
Date: 06.2020

Summary
Under the supervision of the Senior Manager of Strategic Partnerships, the Case Manager II (CM II) will be responsible for the day-to-day implementation of case management services for people living with or at-risk for HIV/AIDS and other health disparities with a focus on Behavioral Health access in Los Angeles County. The CM II will provide culturally affirming support programs for individual involved with all components of behavioral health and psychosocial support. Ability to work with diverse ethnic and cultural communities is necessary, including, but not limited to the following target populations: people of color, gay/lesbian/ bisexual/ transgender/questioning individuals, monolingual and/or undocumented immigrants, substance users, and homeless persons, of varying ages. This is a full-time position that requires flexible hours including evenings, weekends, and some holidays.

Essential Functions
1. Conduct client intake / screener into behavioral health and psychosocial support program services.  
2. Provide intensive case management and comprehensive service navigation programming to essential services.  
3. Conduct drop-in socialization-model psychosocial treatment activities and group level intervention(s).  
4. Implement programmatic scope of work at a minimum of 85% completion rate.  
5. Maintain and develop program training, protocols and policies under professional clinical supervision.  
6. Conduct community outreach and engagement activities to prospective clients throughout LA County.  
7. Promote the availability of behavioral health and psychosocial support services to prospective clients.  
8. Provide necessary program documentation, including the completion of reports, administration of evaluation tools, and other program related assignments.  
9. ADAP enrollment for uninsured or underinsured HIV positive clients to access pharmacy services.  
10. Conduct HIV screenings as necessary.  
11. Ability to work overtime and perform duties during weekends, holiday, and evenings when required.  
12. Regular attendance.

Minimum Qualifications - Knowledge, Skills and Abilities Required
1. Bachelor degree in social work, human services, and/or related psychology or minimum of two-years of experience in the HIV/AIDS or behavioral health field.  
2. Basic knowledge of HIV/AIDS, and related issues.  
3. Valid California driver’s license, plus proof of car insurance, and reliable transportation.  
4. Ability to coordinate multiple tasks/projects simultaneously in a high-pressure environment.  
5. Great attitude and people skills a must.  
6. Strong written and oral skills necessary for program narrative reporting and presentations.  
7. Verification of employment eligibility.  
8. Passing of background check.  
9. Updated tuberculosis test (annual requirement) – read, reviewed and dated by a clinician.

Supervisory 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; and availability for on call/duty after regular working hours, and exposure to inappropriate behavior and language of others.

Application Process:
Please submit cover letter and resume by e-mail to: Jazzmunn Crayton at jazzmunc@apaitonline.org  
NO PHONE CALLS PLEASE.

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