JOB POSTING

MEDICAL CASE MANAGER

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded 30 years ago, Aliveness provides important supportive services such as emergency food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

Primary Responsibilities:

Medical Case Manager provides various levels of case management assistance to individuals living with HIV/AIDS, many of whom seek help with medication adherence, chemical dependency, mental illness, housing instability, food insecurity, and other issues.

As MCM, primary daily tasks include:

- Conduct comprehensive assessments (psycho-social, program/service eligibility) and re-assessments of case management clients.
- Complete individual service plans with clients to set goals and strategies to overcome barriers (including but not limited to mental health, chemical health, housing instability or criminal history) to maintaining medical care.
- Maintain a caseload of up to 50 clients with at least monthly follow up.
- Maintain client records and files, collect required documentation from clients, complete data entry of client notes, process information for program reports and invoicing, etc.
- Participate in team wide activities and initiatives including trainings and meetings.
- Participate in Staff Liaison roster, ensuring safe and welcoming space for members and staff.
- Engage in outreach and recruitment of new clients at membership services activities throughout the year, including annual picnic, holiday gift program, etc.
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Previous experience in providing case management services to low-income individuals, including psycho-social assessment of clients, interdisciplinary care coordination, monitoring of health/social service delivery, and development/usage of client-centered care plans.
- Knowledge of social work and case management guidelines and issues related to working with low-income clients, including data privacy, confidentiality and HIPAA compliance.
- Knowledge of issues and community resources related to HIV/AIDS, chemical dependency, mental health, housing, health insurance, and other barriers.
- Ability to listen well and assist clients in descalation and problem solving.
- Appreciation of and commitment to racial equity and gender inclusion in all aspects of work.
- Ability and desire to work with a diverse population.

- Knowledge of and skills using personal computer equipment and related software for word processing (MS Word), client database (MS Access) and spreadsheets (MS Excel).
- Skills in preparing client files, records and program reports.
- Strong and timely communication skills with both clients and other professionals.
- Skills in planning such as identifying and sequencing action steps to achieve results.
- Ability to work with clients respectfully and act in a confidential manner.
- Ability to manage, prioritize, categorize, and complete multiple tasks.
- Ability to manage stress in a proactive manner.

Education: Bachelor's Degree in Social Work or related field.
Minnesota Social Work Licensure is helpful, but not required.

Experience: Previous experience providing social services in a job that involved carrying a caseload and the following duties: psychosocial assessments, interdisciplinary care coordination, resource development, development and utilization of client-centered care plans. Experience in providing services to people experiencing homelessness and/or mental and chemical health issues strongly preferred.

Hours: 40 hours per week, including evening and weekend hours.
Salary: Salary range is $38,000-$43,000, depending on experience. Benefits include health insurance, holidays and Paid Time Off (PTO).

Position open until 4:00pm, Friday, November 29th, 2019. Please direct resumes and questions to Tom Bichanga, Care and Prevention Director tom@aliveness.org

Or mail to The Aliveness Project, 3808 Nicollet Avenue, Minneapolis, MN 55409
Website: www.aliveness.org